

TIFFIN UNIVERSITY

# TIFFIN UNIVERSITY ANNUAL CAMPUS SAFETY, SECURITY, AND FIRE SAFETY REPORT

Calendar Year 2014

Tiffin University

2015

## OVERVIEW

We urge members of the University community to use this report as a guide for safe practices on and off-campus. The Dean of Students in conjunction with Campus Security sends an email to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for Tiffin University where the Annual Security and Fire Safety Report can be found. The report is available online at [http://www.tiffin.edu/security/TU\\_Annual\\_Campus\\_Safety\\_and\\_Fire\\_Safety\\_Report\\_2014.pdf](http://www.tiffin.edu/security/TU_Annual_Campus_Safety_and_Fire_Safety_Report_2014.pdf). You may request to have a physical copy mailed to you by calling (419)448-5137. A copy of the report can also be obtained from the Tiffin University Campus Safety and Security Office at the Gillmor Center, 155 Miami Street, Tiffin, Ohio 44883

## INTRODUCTION

The Tiffin University Annual Campus Security, Security, and Fire Safety Report is provided to all students, faculty, and staff representing the University community. These reports include crime statistics and policy information contained in the Academic Bulletin, Student Handbook, and other University documents. These reports are mandated according to the 1990 Crime Awareness and Campus Security Act which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in the Title IV of the student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This is generally referred to as the Clery Act.

This report includes crimes reported on-campus, those that occurred on property owned or controlled by Tiffin University, and on public property within or immediately adjacent to and accessible from the campus. This report also includes fire safety and policy information for Tiffin University's residence halls as required by the 2008 Higher Education Opportunity Act of HEOA (Public Law 110-315). HEOA amended the Clery Act and created additional safety and security related requirements for institutions specifically adding new categories to the list of hate crimes and fire safety reporting requirements. In addition, on March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report (ASR). The U.S. Department of Education (Department) published final regulations to implement the WAVA changes on October 20, 2014. Those final regulations have been effective since July 1, 2015.

Tiffin University is a community of learning with our mission to offer quality, professional- focused, learning-centered undergraduate and graduate degree programs and life-long learning opportunities to prepare traditional college age students and adult students for successful careers and for productive and satisfying lives of excellence, leadership, and service. The University represents a new kind of institution in America, the professional university, where the career objectives of traditional college age students and adult students are optimized through professionally focused undergraduate and graduate programs that have a broad general education foundation. This fundamental institutional strategy appropriately positions the University for the future.

Should you have any questions or concerns regarding the content of this annual report, please feel free to contact the following individuals at Tiffin University.

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## **Demographics**

Founded in 1888, Tiffin University is proud to offer a personal and practical education for motivated, professionally focused students who want real-world experiences and results.

Tiffin is a private, coeducational university located in Tiffin, Ohio, on a small but growing campus that offers students a safe, friendly place to pursue their dreams.

Our vibrant 110-acre campus in north central Ohio features both historic red brick and sandstone buildings that date back to the 1880s as well as newer facilities such as the dynamic Hertz Technology Center and The Hayes Center for the Arts.

Students have access to some of the best undergraduate, graduate, and degree completion programs and can decide whether to pursue their degree on campus, online, or enjoy a little bit of both. Some of our most popular programs, many of which are nationally recognized, include homeland security/terrorism; sports and recreation management; communication; and business management, to name a few.

Tiffin University also is known for creating innovative partnerships in nearly everything we do: from helping our students gain access to competitive internships to connecting them to professionals in the real world as they enter the job market.

## **Mission of Campus Safety and Security**

Tiffin University Campus Security, a student-based Security force, is here to strive for the protection of the students, faculty and staff of the Tiffin University campus, as well as our neighbors in the community. Our underlying goal is to uphold the rules and regulations of Tiffin University, while maintaining a safe and educational environment. We will also continually work to maintain respect from our peers, the administration, local law enforcement and the surrounding community.

As a branch of the Student Affairs, it is our responsibility to assist in all matters that affect the safety and security of the residential population of the campus, as well as everyone affiliated with Tiffin University.

- **Basic Responsibilities** - The Campus Security Department is charged with first line responsibility to:
  - Assure the safety of persons, including University employees and students, guest of and visitors to the Campus;
  - Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
  - Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.
- **Basic Duties** - In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of Campus Security Officers include, but are not limited to, the following:
  - Patrolling campus grounds, either on foot or in an authorized University vehicle;
  - Conducting regular checks and inspections to insure building safety and security;
  - Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;

- Assisting all persons to comply with University regulations and rules of conduct on campus, including issuing parking citations when appropriate;
- Providing security coverage for special University functions as assigned by a direct-line supervisor;
- Providing crowd control when necessary and as assigned by a direct-line supervisor;
- Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter or vehicle un-locks).
- Providing escort services for faculty, staff and students to promote safety.
- Basic Authority and Limits
  - Citations- Campus Security Officers are authorized by the University to issue written citations for parking violations. Such citations may be issued to any person, employee or non-employee, student or nonstudent, who violates parking regulations on University property; and violators receiving such citations are subject to fines or other disciplinary actions by the University as specified in University regulations. Vehicles without the Tiffin University parking permit, vehicles that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, etc.) shall normally have a parking citation issued and be subject to being towed at the owner's expense.
  - Identification Requests – Campus Security Officers are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or non-student. Any University student who refuses to comply with a Campus Security Officers request for identification is subject to disciplinary action by the University. If the person is a non-student or non-employee and fails to provide identification, that person will be requested to leave campus property and if they do not comply, Tiffin Police will be called.
  - Emergency Authority - In case of emergency, when no direct-line supervisor is immediately available, any senior University official on the scene shall assume responsibility for the situation and shall function in place of a direct-line supervisor until the latter arrives to take charge. (For present purposes, "Senior University official" refers to any University administrator.) In the absence of a direct-line supervisor or a senior University Security Officer shall notify the chain of command and receive direction until a direct line supervisor or senior university official arrives. Any University student who refuses to comply is subject to disciplinary action by the University.
  - Complaints - Since Campus Security Officers do not create University policy regulations but merely help uphold the policy regulations, Campus Security Officers should not enter into heated debates, arguments, or any other uncongenial exchanges with persons who have been issued citations or have been otherwise reminded by an Officer of Campus Security of the obligations to comply with such regulations. Those who wish to complain about or contest an action of a Campus Security Officer should be politely referred to the appropriate administrator. Campus Security Officers must be aware that they are representatives of the University and must treat all persons with courtesy, respect, and consideration, regardless of provocation at all times. At no time while on duty shall a Campus Security Officer behave in an unseemly manner or use harsh or foul language. As a uniformed representative of the college, the Officer must be a model of correct behavior.

## General Procedures for reporting a crime or emergency

- It is imperative that all crime and suspicious activity be reported to either the Tiffin University Campus Security Office or the Tiffin Police Department. By working together, the University community and the police can reduce crimes on campus. Members of the university community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to security or the Tiffin Police Department, we recognize that some may prefer to report to other individuals or university offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resources section.
- All incident reports involving students are forwarded to either the Division of Student Affairs or the Title IX Coordinator for review. Investigators will investigate a report when it is deemed appropriate.

Should a criminal action occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Security Office (419-448-5137 or extension 5137). Should a criminal action occur on campus after business hours, students or employees should report details to the Campus Security Office the next day, or contact the Director of Campus Security at 419-563-5611, or the Dean of Students at 419-448-3582. If the situation is an emergency, contact the Tiffin Police Department at 911 or 447-2323.

## Confidential reporting

If you are witnessing a crime in progress, you should call 911 or Tiffin Police at 419-447-2323. If you see crime or suspicious activity occurring on campus and you would like to anonymously report it please fill out the form at is [http://www.tiffin.edu/institutionaldiversity/titleix/Incident\\_Reporting.pdf](http://www.tiffin.edu/institutionaldiversity/titleix/Incident_Reporting.pdf)

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system. You may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking the steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University's Title IX Coordinator.

## Timely Warnings

### Timely Warning Policy

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”). Timely Warnings are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Tiffin University to present a serious or continuing threat to students and/or employees.

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

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and/or employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the University Administrators. The University may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a Timely Warning.

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

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

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

### Timely Warning Procedure

The Tiffin University Office of Student Affairs or designee will prepare a Timely Warning when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Warnings may be issued for such crimes that occur on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips.

The Tiffin University Office of Student Affairs or designee will develop timely warning notices for the University Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Tiffin University Office of Student Affairs. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and/or their designee. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety and Security or his or her designee in his or her absence.

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the warning was released.
6. Other relevant and important information about the crime(s).
7. Actions taken by Public Safety officials in response to the crime(s).
8. Information on Crime Prevention, personal safety or other community safety resources.

The University may not include some known information in a Timely Warning if that information could risk compromising law enforcement efforts. Additionally, Timely Warnings may be updated if new or more accurate information becomes available to the University Administrators.

Timely Warnings are distributed by e-mails sent to all tiffin.edu e-mail addresses, which are accessible and available to all students, faculty, and staff. These e-mails are drafted by Tiffin University Administrators, and are distributed by the Tiffin University Student Affairs Office or designee. In some circumstances, the Tiffin University Security Office may distribute fliers to appropriate university departments to be posted in affected areas of campus. While several local media outlets receive Timely Warnings through the subscription service discussed below, the Tiffin University designated official may also contact the media directly to distribute information about criminal incidents in some situations.

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TU Alert System. For more information about the TU Alert text messaging system, please visit <http://www.tiffin.edu/emergency/alerts/>.



## **Campus Security and Access**

### **Tiffin University**

The Tiffin University is located within the rural city of Tiffin, OH. The campus is home to all major administrative offices and classrooms, as well as libraries, residence halls, and the cafeteria. The academic and administrative buildings are open to the public, at minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Campus Security Officers patrol the academic and administrative buildings on a regular basis.

### **Residence Halls**

Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Each resident has a front door key or a access card (Student ID) which allows access to the residence hall in which they live. Guests of residents must be accompanied at all times by the resident they are visiting. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key/access cards. Campus Security Officers patrol the residence halls on a regular basis and work with the Resident Assistants, Residence Life Staff, and Student Affairs Staff to enforce security measures.

### **Security Maintenance**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security Officers regularly patrol campus and reports malfunctioning lights and other unsafe physical conditions to Maintenance for repair. Other members of the university community should promptly report equipment problems to Campus Security or the Maintenance.

### **Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act.**

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Tiffin University submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

The procedures for preparing the annual disclosure of crime statistics to the university community obtained from the following sources: the Tiffin Police Department, Tiffin University Campus Security and other University officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to University deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Security by the employees at the University Counseling center, even though they are not required by law to provide statistics for the compliance document. In addition, Campus Security works with the University Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.



## Clery Reportable Category Definitions

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

**Arson:** Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property, etc.

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs, the relevant substances include: opium, cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because her/his youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Rape:** the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Non forcible sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited by law

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

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places,; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses- Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses- Non-Forcible:** Unlawful, non-forcible sexual intercourse.

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

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Weapons Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons; concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

## **Clery Act Hate Crimes**

### **Hate Crimes**

A criminal act involving one/more of the crimes **listed above**, the crimes of Theft, Simple Assault, Intimidation or Vandalism, or any other crime involving bodily injury which: was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Theft (Larceny):** includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

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

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

**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property

without the consent of the owner or the person having custody or control of it.  
And any other crime involving **Bodily Injury**

### **Clery Act VAWA Offenses**

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence occurred.

**Dating Violence:** An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress.

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### **Definitions of Geography**

**On-campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

*Note: Statistics for university housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.*

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Tiffin University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

### Definitions of Reporting Methods

**Reported to Non-Police:** Crime statistics are from incidents that are reported to officials at the institution who are defined by federal law as Campus Security Authorities because they have significant responsibility for students and campus activities. Including, but not limited to, Sexual Assault Response Team members (SART), Campus Safety and Security Office, Campus Security Officers, Residence Life Staff, Resident Assistants, and Student Affairs Staff.

**Reported to TPD:** Crime statistics from incidents that were reported to TPD but NOT to the institution. These incidents could have occurred on/in on-campus property, non-campus property or public property. The crime statistics provided by TPD are based on the crime definitions based on the Uniform Crime Reporting Program.

CRIME CLASSIFICATION	TYPE OF CRIME	2012	2013	2014
<b><u>ON CAMPUS</u></b>				
CRIMINAL OFFENSES-ON CAMPUS	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	SEX OFFENSES-FORCIBLE	0	2	
	RAPE			1
	FONDLING			0
CRIMINAL OFFENSES-ON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	
	INCEST			0
	STATUTORY RAPE			0
CRIMINAL OFFENSES-ON CAMPUS	ROBBERY	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	AGGRAVATED ASSAULT	0	7	1
CRIMINAL OFFENSES-ON CAMPUS	BURGLARY	25	6	7
CRIMINAL OFFENSES-ON CAMPUS	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	ARSON	0	0	0
<b><u>ON CAMPUS STUDENT HOUSING</u></b>				
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	NEGLIGENT MANSLAUGHTER	0	0	0

CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	SEX OFFENSES-FORCIBLE	0	2	
	RAPE			1
	FONDLING			0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	SEX OFFENSES-NON FORCIBLE	0	0	
	INCEST			0
	STATUTORY RAPE			0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	ROBBERY	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	AGGRAVATED ASSAULT	0	4	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	BURGLARY	22	6	7
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	ARSON	0	0	0
<b><u>NON CAMPUS</u></b>				
CRIMINAL OFFENSES-NONCAMPUS	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	SEX OFFENSES-FORCIBLE	0	2	
	RAPE			3
	FONDLING			1
CRIMINAL OFFENSES-NON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	
	INCEST			0
	STATUTORY RAPE			0
CRIMINAL OFFENSES-NON CAMPUS	ROBBERY	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	AGGRAVATED ASSAULT	0	1	0
CRIMINAL OFFENSES-NON CAMPUS	BURGLARY	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	ARSON	0	0	0

<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
CRIMINAL OFFENSES-NON CAMPUS	AGGRAVATED ASSAULT	0	1	0
CRIMINAL OFFENSES-NON CAMPUS	BURGLARY	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	ARSON	0	0	0
<b><u>PUBLIC PROPERTY</u></b>				
CRIMINAL OFFENSES-PUBLIC PROPERTY	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES- PUBLIC PROPERTY	SEX OFFENSES-FORCIBLE	0	2	
	RAPE			0
	FONDLING			0
CRIMINAL OFFENSES-PUBLIC PROPERTY	SEX OFFENSES-NON FORCIBLE	0	0	
	INCEST			0
	STATUTORY RAPE			0
CRIMINAL OFFENSES-PUBLIC PROPERTY	ROBBERY	0	0	0
CRIMINAL OFFENES-PUBLIC PROPERTY	AGGRAVATED ASSAULT	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	BURGLARY	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	ARSON	0	0	0
<b><u>HATE CRIMES</u></b>				
HATE CRIMES-ON CAMPUS	ALL CRIMES	0	1	1
HATE CRIMES-ON CAMPUS STUDENT HOUSING	ALL CRIMES	0	0	0
HATE CRIMES-NON CAMPUS	ALL CRIMES	0	0	1
HATE CRIMES-PUBLIC PROPERTY	ALL CRIMES	0	0	1

<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b><u>ON CAMPUS</u></b>				
VAWA Offenses- ON CAMPUS	DOMESTIC VIOLENCE			0
VAWA Offenses- ON CAMPUS	DATING VIOLENCE			0
VAWA Offenses- ON CAMPUS	STALKING			6
<b><u>ON CAMPUS STUDENT HOUSING</u></b>				
VAWA Offenses- ON CAMPUS STUDENT HOUSING	DOMESTIC VIOLENCE			0
VAWA Offenses- ON CAMPUS STUDENT HOUSING	DATING VIOLENCE			0
VAWA Offenses- ON CAMPUS STUDENT HOUSING	STALKING			3
<b><u>NON CAMPUS</u></b>				
VAWA Offenses- NON CAMPUS	DOMESTIC VIOLENCE			0
VAWA Offenses- NON CAMPUS	DATING VIOLENCE			0
VAWA Offenses- NON CAMPUS	STALKING			0
<b><u>PUBLIC PROPERTY</u></b>				
VAWA Offenses- PUBLIC PROPERTY	DOMESTIC VIOLENCE			1
VAWA Offenses- PUBLIC PROPERTY	DATING VIOLENCE			0
VAWA Offenses- PUBLIC PROPERTY	STALKING			0
<b><u>ON CAMPUS</u></b>				
ARRESTS-ON CAMPUS	WEAPONS: CARRYING, POSSESSING, ECT.	0	0	0
ARRESTS-ON CAMPUS	DRUG ABUSE VIOLATIONS	0	0	6
ARRESTS-ON CAMPUS	LIQUOR LAW VIOLATIONS	5	0	2
<b><u>ON CAMPUS STUDENT HOUSING</u></b>				
ARRESTS-ON CAMPUS STUDENT HOUSING	WEAPONS: CARRYING, POSSESSING, ECT.	0	0	0
ARRESTS-ON CAMPUS STUDENT HOUSING	DRUG ABUSE VIOLATIONS	0	0	4
ARRESTS-ON CAMPUS STUDENT HOUSING	LIQUOR LAW VIOLATIONS	5	0	2



<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b><u>NON CAMPUS</u></b>				
ARRESTS-NONCAMPUS	WEAPONS	0	0	0
ARRESTS-NONCAMPUS	DRUG ABUSE VIOLATIONS	0	0	0
ARRESTS-NONCAMPUS	LIQUOR LAW VIOLATIONS	0	0	0
<b><u>PUBLIC PROPERTY</u></b>				
ARRESTS-PUBLIC PROPERTY	WEAPONS	0	0	1
ARRESTS-PUBLIC PROPERTY	DRUG ABUSE VIOLATIONS	1	0	0
ARRESTS-PUBLIC PROPERTY	LIQUOR LAW VIOLATIONS	0	27	26
<b><u>ON CAMPUS</u></b>				
DISCIPLINARY ACTIONS-ON CAMPUS	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-ON CAMPUS	DRUG ABUSE VIOLATIONS	5	8	12
DISCIPLINARY ACTIONS-ON CAMPUS	LIQUOR LAW VIOLATIONS	78	56	136
<b><u>ON CAMPUS STUDENT HOUSING</u></b>				
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	DRUG ABUSE VIOLATIONS	4	8	3
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	LIQUOR LAW VIOLATIONS	78	56	119
<b><u>NON CAMPUS</u></b>				
DISCIPLINARY ACTIONS-NON CAMPUS	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-NON CAMPUS	DRUG ABUSE VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS-NON CAMPUS	LIQUOR LAW VIOLATIONS	0	0	0
<b><u>PUBLIC PROPERTY</u></b>				
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	DRUG ABUSE VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	LIQUOR LAW VIOLATIONS	0	0	0

## Hate Crimes

Tiffin University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Tiffin University community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury , the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

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

2012: No Hate Crimes Reported

2013: One Hate Crime Reported

- One Aggravated Assault on campus property characterized by sexual orientation.

2014: Three Hate Crimes Reported

- One intimidation reported on campus property characterized by gender bias.
- One intimidation reported on non-campus characterized by gender bias.
- One intimidation reported on public property characterized by gender bias.

## Crime Prevention and Safety Awareness

### Staying Safe

- Program your phone with Campus Security's number
- Do not opt out of the Tiffin University Alert System (RAVE)
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.
- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

### When in any public place, keep these general safety tips in mind.

- **Alcohol and other drugs** can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- **Travel in groups late at night.** Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- **If you feel threatened**, cross the street or enter a store or business.
- **Have your keys in hand** as you approach your car. Check under the car and the back seat before you enter.
- **Stash valuables in your trunk.**
- **If you do drink**, set a limit and stick to it. Don't drink on an empty stomach. Also: Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.

### Out and about

- Use the **campus escort service**. Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Security.
- Program the University's Campus Security into your cell phone: **419-934-0721**. Or call 9-1-1.
- Notify the Campus Security if you notice anything **suspicious or unusual**.

### In the residence halls

- **Always lock your door**; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.
- **Do not prop any exterior doors** open to allow unescorted visitors into the residence hall.
- **Report lost or stolen residence hall keys immediately** to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- End of the term? **Load your car up just before you leave** rather than the night before. You never want valuables be in plain view in your vehicle.

### Living off-campus:

- **Don't answer the door in the middle of the night** unless you are expecting someone. Ask your landlord to install a peephole in your front door.
- If you are leaving home, leave on a light or a radio or a TV to make it appear as if someone is home.
- **Lock doors and windows.** Ask your landlord to install a deadbolt, if one is not present.
- Let the police department know if a streetlight is out.

## **Notification of Missing Students**

In compliance with The Higher Education Opportunity Act (HEOA), Tiffin University will implement the following notification guidelines in the event of a missing student. In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Dean of Students Office should be contacted immediately (419) 448-3421 or the Student Affairs Office (419) 448-3264. If the student is a residential student, and an initial report is made to a resident assistant or to the Director of Residence Life, the Dean of Students will also be contacted by the appropriate staff members.

Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be filled out in the Student Affairs Office (Tiffin Campus).

All students should be advised that even if they have not registered a contact person in the Student Affairs Office (Tiffin Campus), local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.

Parents or guardians of any student less than 18 years of age and not emancipated will be notified immediately, regardless of registration status. Any reports or notification of missing students will be referred immediately to local law enforcement officials.

If a student residing in a campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:

- Local law enforcement will be contacted immediately as will the President the President's Cabinet. The President and the President's staff will receive notifications of the investigation from the Dean of Students.
- Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
- The President will coordinate all media efforts with the Vice-President for Development and Public Affairs and the Executive Director of Media Relations.
- The Dean of Students and members of the Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
- The President will determine and coordinate any other responsibilities as needed.

NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.

### **For International Students**

An international student attending Tiffin University on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) is notified when a student successfully obtains his/her F-1 visa. From this point, the Director of International Student Services requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Director of International Student Services, the graduate assistant for International Student Services, and the assistant to the Director.

The Director of International Student Services or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Director of International Student Services first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

**Active Status International Student:**

International students are required to supply the Director of International Student Services with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student Affairs office. If an international student is missing from the university the Director of International Students in conjunction with the Office of Residence Life will investigate the circumstances surrounding the disappearance. The friends and parents of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.

If the student does not report back to campus, the PDSO is required to terminate his/her I- 20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) within 30 days.

## TITLE IX STATEMENTS

### **Introduction**

Tiffin University is committed to providing a campus community in which education, working, and living reflect a safe environment free from gender-based discrimination and/or sexual harassment/misconduct.

In compliance with Title IX of the Education Amendments of 1972 and other federal, state, and local civil rights laws that prohibit discrimination based on sex in educational programs and activities which receive federal financial assistance, Tiffin University has developed the following policies which prohibit discrimination, sexual harassment/misconduct, and retaliation on the basis of sex. The guidelines are intended to define expectations and to establish an instrument for determining when policies have been violated.

### **Nondiscrimination Policy**

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs, policies, athletics, activities, admissions, and other school administered programs.

### **Discrimination**

Discrimination happens when a person or group is denied rights, benefits, unbiased treatment, or access to programs or facilities available to all others because of affiliation in a protected class. Individuals of the protected class have historically been denied access to or are underrepresented in educational and employment opportunities and are protected from discrimination by federal and state civil rights law.

### **Anti-Harassment**

Harassment is unwelcome conduct that is based on race, color, creed, national origin, marital status, sexual orientation, religion, sex, pregnancy, age (40 or older), disability, military status, or genetic information. Harassment becomes unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment, access, scholarship, education, etc.
2. Conduct is severe or pervasive enough to create an educational or work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws similarly prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws. The laws also prohibit anti-discrimination for opposing employment practices that one reasonably believes discriminates against individuals, in violation of these laws.

Tiffin University identifies harassment as a form of unlawful discrimination that can be a barrier to educational, access, and/or employment opportunity.

### **Sexual Harassment or Sexual Misconduct Policy**

Members of the University community and visitors have the right to be free from sexual violence. All members of the campus community are expected to behave in a manner that does not intrude upon the rights of others. University believes in a zero tolerance policy for sexual harassment or sexual misconduct. When an allegation of harassment or misconduct is brought to the attention of an appropriate administrator and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such activities are not repeated. This policy is intended to define community expectations and to create a device for determining when those expectations have been violated.

### **Sexual Misconduct**

Means sexual assault and sexual exploitation as defined below. It is a broad term used to encompass unwelcome behavior of a sexual nature that is prohibited by Title IX and Tiffin University.

*The expectations of the University regarding sexual misconduct are summarized below:*

### **Consent**

An agreement, permission, or approval, as to various act or purpose that is given knowingly, willingly, and voluntarily by a

competent person. A person is not competent and consequently lacks the ability to consent where there is either forcible coercion or incapacity to consent. A person is deemed incapable of consent when that person is either less than sixteen years old, mentally incapacitated, or physically unable to resist.

1. In order for individuals to engage in sexual activity of any type with each other, there must be precise, clear, and voluntary consent prior to and during sexual activity.
2. Consent is sexual permission. Consent can be given by word or action. Non-verbal consent is not as clear as talking about what you want or do not want sexually.
3. Silence, lacking actions demonstrating permission should never be assumed to show consent.
4. Previous consent does not imply consent to future sexual acts. Consent is required regardless of the relationship status or sexual history together.
5. Coercing another into sexual activity violates the policy in the same way as physically forcing someone into sex. It is when one is unreasonably pressured for sex.
6. Consent to one sexual act does not constitute or imply consent to a different sexual act.
7. When alcohol or other drugs are being used, a person will be considered unable to provide valid consent if one is not able to fully understand the details of a sexual interaction (who, what, when, where, why, or how). Based on the lack of the capacity to reasonably understand the situation, individuals who consent to sex must be able to understand what they are doing.
8. This policy states that “No” always means “No”. “Yes” may not always mean “Yes”. A clear, knowing and voluntary consent to any sexual activity is equivalent to a “Yes.”

**Sexual Misconduct Offenses (include but are not limited to):**

Sexual Harassment

- a) Hostile Environment

Sexual Assault

- a) Non-Consensual Sexual Contact (or attempts to commit same)
- b) Non-Consensual Sexual Intercourse (or attempts to commit same)
- c) Intercourse
- d) Rape
- e) Incest
- f) Fondling
- g) Stalking
- h) Intimate Partner Violence
- i) Sexual Exploitation
- j) Coercion
- k) Incapacitation
- l) Stalking
- m) Bullying
- n) Cyber-Bullying

Intimate Partner

- a) Domestic Violence
- b) Dating Violence

*Sexual Harassment is:*

Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- a) unwelcome, gender-based verbal or physical conduct that is;
- b) sufficiently severe, persistent or pervasive that it;
- c) unreasonably interferes with, denies or limits someone’s ability to participate in or;
- d) benefit from the university’s educational program and/or activities, and is;



- e) based on power differentials (quid pro quo), the creation of a hostile environment or retaliation

*Examples of Sexual Harassment*

- 1) *A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student consents to the request.*
- 2) *A student continually sends sexually oriented jokes around on an email list, even when asked to stop, causing another person to avoid the sender on campus and in the residence hall in which they both live.*
- 3) *Explicit sexual pictures are exhibited in a professor's office, on the exterior of a residence hall door, or on a computer monitor in a public space.*
- 4) *A couple of supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.*

**Hostile Environment**

A hostile environment consists of any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive. The influence of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from the educational program, work, or activities. Behaviors which form a pattern.

*Examples of hostile environment (include but are not limited to):*

- 1) *Unwelcomed physical contact*
- 2) *Unwanted sexual attention*
- 3) *Use of language or display of posters, banners, social media, etc.*
- 4) *Sexually charged name calling*

*Sexual Assault is:*

Means sexual intercourse or sexual contact that occurs without consent.

- a) Completed or attempted forced penetration of a victim

*Examples include but are not limited to:*

- 1) *Pinning the victim's arms*
- 2) *Using one's body weight to prevent movement or escape*
- 3) *Use of a weapon or threats of weapon use*
- 4) *Assaulting the victim*

- b) Completed or attempted alcohol/drug-facilitated penetration of a victim

Includes completed or attempted unwanted vaginal (for women), oral, or anal insertion when the victim was unable to consent because the victim was intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through voluntary or involuntary use of alcohol or drugs.

- c) Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else

Includes situations when the victim was made, or there was an attempt to make the victim, sexually penetrate a perpetrator or someone else without consent because the victim was physically forced or threatened.

- d) Completed or attempted alcohol/drug-facilitated acts in which a victim is made to penetrate a perpetrator or someone else

Includes situations when the victim was made, or there was an attempt to make the victim, sexually penetrate a perpetrator or someone else without consent because the victim was unable to consent because the victim was intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through voluntary or involuntary use of alcohol or drugs.

- e) Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or comply

*Examples include but are not limited to:*

- 1) *Being worn down by someone who continually asked for sex*
- 2) *Feeling pressured by being lied to, or promises that were untrue*
- 3) *Having someone threaten to end a relationship or rumors*
- 4) *Sexual pressure by use of authority or influence*

f) Unwanted sexual contact

Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without consent, or of a person who is unable to consent or refuse. Unwanted sexual contact can be perpetrated against a person or by making a person touch the perpetrator.

g) Non-contact unwanted sexual experiences

Does not include physical contact of a sexual nature between the perpetrator and the victim. This occurs against a person without consent, or against a person who is unable to consent or refuse. Some acts of non-contact unwanted sexual experiences occur without the knowledge of the victim.

*Examples include but are not limited to:*

- 1) Unwanted exposure to pornography
- 2) Verbal sexual harassment (e.g. making sexual comments)

Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse

- a) any intentional sexual touching (however slight);
- b) with any object;
- c) by a man or a woman upon a man or a woman;
- d) that is without consent and/or by force

Intercourse

Vaginal penetration by a penis, tongue, object, finger; anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact)

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, includes instances in which the victim is incapable of giving consent.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

*Examples of sexual exploitation (include but are not limited to):*

- 1) *Invasion of sexual privacy*
- 2) *Prostituting another student*
- 3) *Non-consensual video or audio-taping of sexual activity;*
- 4) *going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)*
- 5) *knowingly transmitting an STI or HIV to another student*
- 6) *Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals*

Coercion

Occurs when a person engages in threats, sexual pressuring or oppressive behavior that violates the respect for another person. The actions cause another person to engage in unwanted sexual activity. Real or perceived power differentials between the individuals involved may create an atmosphere of coercion.

### Incapacitation

Exists when a person is blacked out, unaware, unconscious, unable to make rational or reasonable decisions, and/or otherwise physically or mentally helpless to provide real consent.

### Stalking

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

- a) Fear for his or her safety or the safety of others; or
- b) Suffer substantial emotional distress

For the purposes of this definition:

- a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, threatens, or communicates to or about a person, or interferes with a person's property.
- b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is willful, malicious and repeated harassing or threatening of another person through activities such as following the individual, showing up at her/his class, home or workplace, sending unwanted messages (including e-mail or text messages) or objects, vandalizing property or making harassing phone calls.

Cyber stalking is a crime under Ohio law. It is the use of e-mail, Internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

### Bullying

Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.

*Examples include but are not limited to):*

- 1) *Name-calling*
- 2) *Inappropriate sexual comments*
- 3) *Threatening to cause harm*
- 4) *Excessive teasing*
- 5) *Spreading rumors*
- 6) *Embarrassing another in public*

It fosters a climate of fear and disrespect that may seriously impair the physical and/or psychological health of its victims by the creation of conditions that negatively affect learning, thereby undermining the ability of another to achieve their full potential.

### Cyber-Bullying

Takes place exploiting electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

- a) Any intentional written, verbal, electronic, or physical act toward another on more than one occasion, that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that causes an intimidating, threatening, or abusive environment for the harassed.
- b) It fosters a climate of fear and disrespect that may seriously impair the physical and/or psychological health of its victims by the creation of conditions that negatively affect learning, thereby undermining the ability of another to achieve their full potential.

### Intimate Partner

A pattern of abusive behaviors used to exercise power and control over a current or former partner. It may include emotional, sexual, verbal or economic actions, or physical threats of violence or actions that influence another.

Acts may also include any behaviors that intimidate, humiliate, isolate, manipulate, frighten, blame, coerce, threaten, blame, or hurt another person.

**Domestic Violence**

- a) unlawfully and intentionally making physical contact of an insulting or provoking nature with one’s family or household member(s);
- b) unlawfully and intentionally causing physical harm to one’s family or household member(s);
- c) unlawfully attempting to commit a violent injury against one’s family or household member(s); or
- d) unlawfully committing an act which places one’s family or household member(s) in reasonable apprehension of immediately receiving a violent injury.

**A felony or misdemeanor crime of violence committed**

- a) By a current or former spouse or intimate partner of the victim;
- b) By a person with whom the victim shares a child in common;
- c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- e) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**

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

- a) The existence of such a relationship shall be determined based on the incident report and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b) For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- c) Dating violence does not include acts covered under the definition of domestic violence

<b>Behavior Patterns</b>	
One Person	Other Person
Constantly blames the other person for own abusive behavior/temper	Gives up things that are important
Mean and degrading comments about the appearance of the other	Cancels plans with family/friends to appease the other person
Constantly checks the cell phone or email of the other person without permission	Becomes isolated from others
Monitors where the partner is going	Worries about making significant other angry
Isolates the other partner from friends and family	Shows signs of physical abuse such as bruises or cuts
Displays extreme jealousy	Feels embarrassed or ashamed about what is going on in the relationship
Physically and/or sexually assaults another person	Consistently makes excuses for the behavior of the significant other

**Gender-Based Discrimination/Harassment**

Tiffin University prohibits gender-based harassment. This includes discrimination or sexual misconduct on the basis of sexual orientation, gender expression, gender identity, or on the basis of sex-stereotyping. Related to verbal or physical harassment which is based on gender. It may not be sexual in nature.

### **Pregnancy and Parenting**

The regulations implementing Title IX state that a recipient of federal financial assistance shall not discriminate against any student or exclude any students from its educational programs or activities, including any class or extracurricular activity on the basis of such student's pregnancy, childbirth, false pregnancy, terminations of pregnancy, or recovery there from. Female students may not be discriminated against based upon their pregnancy or parenting status or be treated differently than any other student enrolled at the school. These provisions also extend to a student who fathers a child.

A pregnant student should be granted a leave of absence for as long as it is deemed medically (*must work with the Office for Accessibility Services*) necessary for the student to be absent, at the conclusion of the leave, the student must be allowed to resume the status held when the leave began.

### **Consensual Relationships**

Tiffin University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and standards of Tiffin University. For the personal protection of members of this community, faculty/staff-student sexual relationships are strongly discouraged. Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities. This includes Area Coordinators, Head Residents, Resident Assistants, Campus Security, and students over whom they have direct responsibility. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for a charge of a violation this policy.

### **Rehabilitation Act Section 504/ Americans with Disabilities Act (ADA)**

Tiffin University encourages prompt and equitable settlement of all complaints and grievances of discrimination in University programs under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 706) and the Americans with Disabilities Act of 1990 as amended (42 U.S.C. Section 12101-02).

### **Reasonable Accommodation for Individuals with Disabilities**

Any student, staff, or faculty member with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full and equal participation in this process. Individuals wishing to request reasonable accommodations should make those requests directly to the Office of Student Accessibility Services (SAS). Individuals do not have to disclose information about the complaint or charge to SAS to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by SAS Director and implemented in consultation with The Office for Institutional Diversity & Equity. Examples of reasonable accommodation include but not are limited to:

- Sign language interpretation
- Large print documents
- Assistance with transcribing questions during interviews

### **Title IX Coordinator and Advisory Committee**

Title IX is a federal law that prohibits discrimination on the basis of gender, including sexual harassment/sexual misconduct. The Office for Institutional Diversity & Equity is charged with investigating all complaints of violations in this regard.

In accordance with the Title IX regulations, the Tiffin University has designated a Title IX Coordinator. The Title IX Coordinator is charged with the responsibility of monitoring institutional compliance with regulations promulgated under Title IX. The Title IX Advisory Committee is assigned by the Title IX Coordinator or designee and conducts investigations and handles formal resolutions of appropriate grievances. The Vice President for Human Resources & Campus Services will serve as the designee when the Title IX Coordinator is not available or there is a perceived conflict of interest. All

individuals are trained and certified investigators and receive continuous training in this manner.

**Mandatory Participants**

It is the responsibility of all members of Tiffin University community (faculty, staff, students, visitors and third party vendors) to create and maintain an educational and employment environment that is free of discrimination. If someone you know has been a victim of sexual harassment/misconduct by any member of the University community you are encouraged to file a formal complaint.

**Confidential Employees**

Confidential employees are individuals who have a confidentiality privilege to protect the personal identification of an alleged victim or the alleged unless there is a belief of imminent threat. These confidential employees (i.e. health care professional, licensed counselors, etc.) can achieve their reporting requirements by the creation of general reports for statistical purposes and pattern tracking however do not disclose personally identifiable information without client consent.

**Complaint Resolution**

Any member of the University community (faculty, staff, students, visitors and third party vendors) who believes that he or she has been a victim of gender-based discrimination and/or sexual harassment/sexual misconduct by any member of the University community may file a complaint with:

Sharon Perry-Fantini Ph.D.  
 Assistant Vice President for Diversity & Equity and Title IX Coordinator  
 Office for Institutional Diversity & Equity  
 27 S. Sandusky  
 Tiffin, OH 44883  
 (419) 448-3504  
[perrynaues@tiffin.edu](mailto:perrynaues@tiffin.edu)

The University does require submission of grievance in the official incident reporting form. The form is available on the website. The link to the form is: [http://www.tiffin.edu/institutionaldiversity/titleix/Incident\\_Reporting.pdf](http://www.tiffin.edu/institutionaldiversity/titleix/Incident_Reporting.pdf).

Incidents must be reported to the Title IX Coordinator or designee for initial intake of any complaint of gender-based discrimination and/or sexual harassment/sexual misconduct.

**Who Should I Contact**

Tiffin University faculty or staff:	VP for Human Resources & Campus Services/Title IX Deputy Coordinator (419) 448-3433 <a href="mailto:hallla@tiffin.edu">hallla@tiffin.edu</a>
	Assistant VP for Diversity & Equity/Title IX Coordinator (419) 448-3504 <a href="mailto:perrynaues@tiffin.edu">perrynaues@tiffin.edu</a>
Tiffin University students:	Dean of Students/Title IX Investigator (419) 448-3582 <a href="mailto:herdlickm@tiffin.edu">herdlickm@tiffin.edu</a>
	Assistant VP for Diversity & Equity/Title IX Coordinator (419) 448-3504 <a href="mailto:perrynaues@tiffin.edu">perrynaues@tiffin.edu</a>
Visitors, third-party vendors, etc.	VP for Human Resources & Campus Services/Title IX Deputy Coordinator (419) 448-3433 <a href="mailto:hallla@tiffin.edu">hallla@tiffin.edu</a>
	Assistant VP for Diversity & Equity/Title IX Coordinator (419) 448-3504 <a href="mailto:perrynaues@tiffin.edu">perrynaues@tiffin.edu</a>

## On Campus Services

Victims Advocate  
Brienne Hurd  
Seitz Hall  
(419) 448-3332  
[hurdb@tiffin.edu](mailto:hurdb@tiffin.edu)

Health & Wellness Center – Medical  
Fran Ford, Nurse  
Seneca House  
(419) 448-3429  
[fordfj@tiffin.edu](mailto:fordfj@tiffin.edu)

Health & Wellness - Counseling  
Julie George, Director of Counseling  
Seneca House  
(419) 448-3578  
[georgej@tiffin.edu](mailto:georgej@tiffin.edu)

Campus Safety  
Jennifer Boucher, Director of Campus Safety  
Gillmor Student Center  
(419) 448-5137  
[boucherj@tiffin.edu](mailto:boucherj@tiffin.edu)

## Off Campus Assistance

Tiffin Police Department  
51 East Market St  
Tiffin, OH 44883  
911 or (419) 447-2323

Tiffin Fire Department  
53 S Monroe  
Tiffin OH 44883  
911 or (419) 447-1234

Mercy Hospital  
45 Lawrence Dr  
Tiffin, OH 44883  
(419)447-3130

Firelands Counseling & Recovery  
76 Ashwood  
Tiffin, OH 44883  
(419) 448-9440

Seneca County Victims Assistance  
71 S. Washington  
Tiffin, OH 44883  
(419) 448-5070

## Victims Advocacy

The University victim advocate representative will contact the alleged victim within one business day of receiving a report of alleged sexual misconduct (i.e. dating violence, domestic violence, stalking, etc.) and schedule a resources and options meeting. During the resources and options meeting, the following will be discussed:

- Medical
- Mental health
- Advocacy
- Law Enforcement
- Other resources available on campus and in the surrounding community (locate resources outside of the community if applicable)
- Interim measures
- Obligation of the University to investigate every report of alleged sexual misconduct based on federal law and out of concern for the safety of the campus community and the process
- Verify information from the initial incident report

The alleged victim is not required to attend this meeting. If the alleged victim does not respond, the victim advocate representative will make two (2) additional attempts to contact the individual. If the alleged victim does not respond at all, the victim advocate representative will send written acknowledgement of non-participation. The alleged victim may choose to participate at a later time. If so, the re-engagement process may begin at any time before the case is closed.

## Web Resources

Below are just a few resources that may be helpful in learning more about sexual misconduct behaviors and resources.



***Intimate Partner Violence / Domestic Violence or Dating Violence.***

Learn more at: [www.loveisrespect.org/is-this-abuse/power-and-control-wheel](http://www.loveisrespect.org/is-this-abuse/power-and-control-wheel)

***Stalking***

Learn more at: <https://www.victimsofcrime.org/our-programs/stalking-resource-center>

***Sexual Assault***

Learn more at: <http://www.oaesv.org/rape-crisis-centers-in-ohio/>

***Healthy Relationships and Self Care.***

Visit the *National Domestic Violence Hotline project* at: <http://www.loveisrespect.org/>

**Informal Grievance Resolution**

Tiffin University will make a reasonable effort to constructively resolve complaints prior to a formal appeal if applicable. When safe and possible, the complainant should report the complaint to his or her supervisor, Dean of Students, or VP for Human Resources & Campus Services and Assistant VP for Diversity & Equity (*depending on status of the complainant*). If a satisfactory informal resolution is not concluded after discussion, a formal complaint process may be initiated.

**Assessment of Interim Process**

Each incident report will be reviewed to determine if interim measures are necessary as early as receipt of the report. Interim measures may be implemented regardless if a formal grievance process is conducted. These measures may be made at any point after the incident report is received and may include but are not limited to the following:

- Administrative directives for no contact
- Re-assignment of housing (temporary or permanent)
- Alteration of academic arrangement (moving an individual from class, completing class/work online, etc.)
- Restriction of access to particular areas on campus
- Restriction of access or participation in certain events/activities/programs/meetings, etc.

**Timeline Guidelines**

The Department of Education (DOE) suggests sixty (60)-days as a time limit to complete the process. Every effort will be made to adhere to that timeline. However, in some circumstances, this process may require an extension of that time limit. The timeline begins when the Office for Institutional Diversity & Equity receives notice of an alleged violation and concludes when the alleged victim and alleged are notified of the outcome of the matter. It is important to note that the 60-day time limit excludes the appeal process.

**Formal Grievance Resolution** (*Refer to Appendix A- Flowchart*)

The University does require submission of grievance in the official incident reporting form. The form is available on the website. The link to the form is: [http://www.tiffin.edu/institutionaldiversity/titleix/Incident\\_Reporting.pdf](http://www.tiffin.edu/institutionaldiversity/titleix/Incident_Reporting.pdf).

The formal grievance should be clear and concise and describe the alleged incident(s) in detail including location and time the incident occurred, details about the incident, and desired remedy sought. Any and all supporting documentation and evidence should be referenced within the body of the formal grievance.

- Title IX Coordinator or designee will initiate any initial necessary remedial actions in conjunction with the assigned investigators (if applicable)
- Conduct an prompt, fair, and impartial initial investigation
  - If there is insufficient evidence to support reasonable cause (*preponderance of evidence*), the grievance will be closed with no further action after meeting with the alleged and the alleged victim and gaining final approval from the President.
  - Implement necessary interim actions, accommodations (*housing, academic schedules, etc.*) and any other necessary remedial actions.
  - If there is sufficient evidence to support reasonable cause (*preponderance of evidence*), a full investigation will be conducted.
- Prepare and deliver the notice of investigation and possibly notice of charges on the basis of the initial investigation
- Assignment of investigators (if applicable)

- Initiate a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the alleged, who may be given notice of charges prior to or at the time of the interview
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline
- The Title IX Investigators will make a finding report, based on a preponderance of the evidence (*whether a policy violation is more likely than not*)
- The Title IX Investigator(s) will recommend appropriate sanctions for the violation in collaboration with the Title IX Coordinator or designee.
- The Title IX Coordinator or designee will complete the recommendation letter and forward to the President of the University for approval, approval with revisions, or denial.
- Upon approval, a Letter of Outcome will be provided to the alleged victim and the alleged.
- If appealed, see appeal process. If not, a Final Outcome Letter will be provided to the alleged victim and the alleged.
- Tiffin University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university campus community.

The President and Title IX Coordinator have the final decision making authority with regard to formal complaints.

#### **Time Frame and Grounds for Filing an Appeal Request**

Alleged individuals and/or alleged victims have the right to appeal the decision if;

1. A procedural error occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.)
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision. In this case, the Title IX Coordinator will review with the Title IX Investigators and render recommendation (if applicable).

*Disagreement with the investigation findings or determination is not, by itself, a ground for appeal.*

The appeal petition must be submitted within three (3) business days of receiving the written decision. Any party who files an appeal must do so in writing to the President of the University. The President of the University will work with the Title IX Coordinator or designee and will share the appeal with the other party (e.g., if the alleged victim appeals, the appeal is shared with the alleged, who may also wish to file a response), and then the Title IX Coordinator or designee will draft a response memorandum (also shared with all parties) by direction of the President of the University.

Within fourteen (14) calendar days of receiving the appeal (excluding closures and holidays), the Title IX Coordinator or designee will prepare a written response taking one of the following courses of action:

1. Amend the sanction
2. Dismiss the sanction
3. Uphold the sanction

Decisions made at the end of the appeal phase are final.

The Appeals Committee will be comprised of three (3) individuals who did not serve as Title IX Investigators on the case. The appeals committee should reflect a balance of males and females in each category and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable. The members must have training in Title IX. If the case is related to sexual misconduct, a victim advocate representative will serve as one of the three-committee members on the appeal.

All sanctions recommended within the Title IX report and approved by the President and the Title IX Coordinator will be in effect during the appeal. A request may be made to the Title IX Coordinator or designee for special consideration in crucial circumstances, but the presumptive stance of the institution is that the sanctions will stand. This includes but is not limited to graduation participation; study abroad, internships, etc. These opportunities do not constitute crucial circumstances, and individuals may not be able to participate in those activities during the appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the

individual to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

### **Sanction Statement**

Any person found responsible for violating the policy on gender-based discrimination and/or sexual harassment/misconduct may receive a sanction ranging from warning, probation, suspension, expulsion, or termination depending on the severity of the incident, and taking into account any previous campus conduct code violations. *Refer to Sanctions, Offenses, & Outcomes in the Student Handbook and in the Personal Handbook for Faculty & Staff.*

\*The University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious alleviating conditions or offensive behavior.

### **Cooperation with Investigation**

An alleged victim is expected to provide evidence that will support his or her complaint in the time and manner believed essential and proper by the University to conduct the investigation. Failure to collaborate with the investigation course in a timely method may compromise the ability of the University to conduct an investigation and address allegations entirely. Third parties could file a complaint on behalf of a person whom they trust has been adversely affected by behavior in violation of this policy. All faculty, staff, students, visitors, and third party vendors are required to participate and cooperate with investigations as required by federal, state law, or University policy.

### **Personal Advisors or Professional Advisor**

Both the alleged victim and the alleged may bring a personal advisor to any interviews with the investigators. Advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee's written statements, and provide general advice (with written permission from the alleged victim and/or the alleged and approval from the Title IX Coordinator or designee). During interviews, advisors may not speak for their advisees.

### **Confidentiality**

The Investigative Team, personal advisors, and others at the University involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the alleged victim, reporter, the alleged, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case including the expectation that they therefore keep such information confidential including but not limited to any documents they may receive or review. They also will be notified that sharing such information might compromise the investigation or may be interpreted as retaliatory. Retaliation of any kind is a separate violation of the Policy and could lead to an additional complaint and consequences.

The parties are free to share their own experiences, excluding any information that they have learned solely through the investigatory process. Although to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom one does confide.

### **Coordination with Law Enforcement Authorities**

In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the investigative team will, based on status updates from law-enforcement authorities and the Title IX Coordinator, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

### **Retaliation**

Retaliation is defined as taking an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy, including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.

### **Limitations of Scope**

Annoyances, petty slurs, and isolated incidents (unless severe) of uncivil, rude, or non-collegial behavior will usually not rise to the level of violation of policy and should be addressed to a supervisor. The legitimate application of supervisory authority, including evaluation and requiring adherence to standards of performance, safety, and conduct, shall not be considered discrimination, harassment, or retaliation under this policy.

### **Anonymous Complaints**

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised.

Complainants may request that their name not be used in the investigation. It is critical for complainants to understand the inability to use a name has the capability to significantly impede the ability to conduct an impartial and fair investigation and, in many cases, the inability to investigate the matter or resolve through this process. Furthermore, confidentiality may also impact interim measures. For example, a *No Contact Directive* will not be issued if the name of the alleged victim cannot be shared. The institution will make an effort to honor the request; however, there are times the request will not be granted. Examples include but are not limited to:

- Reported use of force in an alleged violation
- Reported use of a weapon in an alleged violation
- Prior allegations made against the alleged

Information gained in assembly with the filing, investigation, and resolution of allegations will be treated as confidential excluding to the level it is essential to disclose details in the course of the investigation or when compelled to do so by law. All persons involved in the procedure must observe the same standard of discretion and respect for the privacy of persons involved in the course.

#### **Right to File**

A victim of gender-based discrimination, sexual harassment/sexual misconduct has a right to file a complaint with the Office of Civil Rights Commission. This office is charged with investigating allegations of employment and education related discrimination and harassment. In most cases involving sexual harassment, the complainant must first report the harassment to the University before filing a charge with the Commission.

Any person may file a complaint with:

Office of Civil Rights  
One Government Center  
Room 936, Jackson & Erie Streets  
Toledo, Ohio 43604  
(419) 245-2900

#### **False Reports**

University will not tolerate intentional false reporting of incidents. It is a violation of this policy to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Sanctions for reporting false information under this policy may include termination for employment.

#### **Request to Withdraw the Complaint**

Every effort will be made to respect a request from the alleged victim to withdraw a formal complaint, the University is mindful of its primary commitment to provide a non-discriminatory and safe environment. Consequently, the Title IX Coordinator may determine that investigation is appropriate regardless of the request to withdraw the complaint.

#### **Request for Informal Grievance after a Complaint has been filed**

An informal resolution as an alternative to formal resolution may be considered after a complaint has been opened for full-investigation and before the final report has been completed. The request requires agreement by the alleged victim and the alleged and the approval from the Title IX Coordinator in consultation with the President.

If the request is approved, appropriate steps will be taken to assist in reaching a resolution. If the informal resolution cannot be reached within two weeks from receipt of the request, then the investigators will resume the investigation of the complaint in accordance with the formal grievance resolution procedures.

#### **Rights of the Alleged Victim and the Alleged**

- To have a support person or process advisor present during any meetings that may occur as part of this process
- To have legal counsel advise them whether or not to answer questions.
- To request reasonable accommodations due to disability
- To have their matter handled in a fair and timely manner

- To receive advance notice of any meetings in which they are authorized to participate and the purpose of the meetings
- To provide statements, evidence, and information as part of the investigation
- To know the names of witnesses that are contacted as a part of the investigation
- To know the specific charges being made
- To request a No Contact Directive
- Range of potential sanctions should a violation be found
- Services available (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration services, etc.)
- To inspect and review the full record of the matter as provided under the Family Educational Rights and Privacy Act (FERPA)
- To speak or not speak on their own behalf
- To rebut written materials presented
- To file an appeal (refer to the appeal policy)

### Definitions

- Incident Report/Complaint
  - A written description of the facts that allege violation of a University discrimination or sexual misconduct policy.
- Alleged Victim/Complainant
  - An individual who have allegedly been subjected to discrimination or sexual misconduct.
- Third Party Complainant
  - An individual (may be a group) who submits an incident report on behalf of another who has allegedly been subjected to discrimination or sexual misconduct.
- Alleged
  - An individual(s) who allegedly discriminated or harassed another person(s).
- Witness
  - Individual(s) who have information about the alleged discrimination or sexual misconduct. A witness may be able to prove, disprove, or illuminate an investigation on behalf of the alleged victim and/or the alleged.
- Personal Advisor
  - Any individual who provides the alleged victim or the alleged for support, guidance, or advice. This person does not actively participate in the process, but can be present at meetings to provide support to the alleged victim or the alleged. Personal advisors cannot be a witness in the matter.
- Professional Advisor
  - An individual who has been specifically trained to provide guidance and information to alleged victims or alleged individuals involved in this type of process. This person does not actively participate in the process, but can be present at meetings to provide support to the alleged victim or the alleged. Professional advisors cannot be a witness in the matter. A list of professional advisors (*in progress*) can be obtained by request from the Office for Institutional Diversity & Equity.
- Investigation
  - Is a fact finding inquiry. This process involves attempts to determine whether behavior occurred and if it is in violation of institutional policy which prohibits discrimination, harassment, or sexual misconduct. It also makes recommendations for resolution of discriminatory, harassing, or sexual misconduct conditions.
- Preponderance of Evidence
  - Standard of proof. Preponderance of evidence means that the information presented in the matter must indicate to a reasonable person that it is more likely than not that the alleged committed a violation.
- Advocate

- An advocate is a person who has been trained on issues related to sexual violence and who offers support services through their work with a community organization (e.g. the local rape crisis center) or at the university. It is the role of the advocate to provide information, discuss options and offer support with any needed step. The assistance offered by an advocate can be a one-time occurrence or on an ongoing, longer-term basis.

#### **Monitoring of Sanctions**

The Office for Institutional Diversity & Equity and the Office of Human Resources is responsible for monitoring completion and compliance with all sanctions. If a student suspended via this process petitions to re-enroll, that petition will be reviewed with the Office for Institutional Diversity & Equity prior to a decision on re-enrollment being made. Absent unusual circumstances, if a student has complied with all components of their sanctions and completed the re-enrollment requirements, they will be permitted to re-enroll.

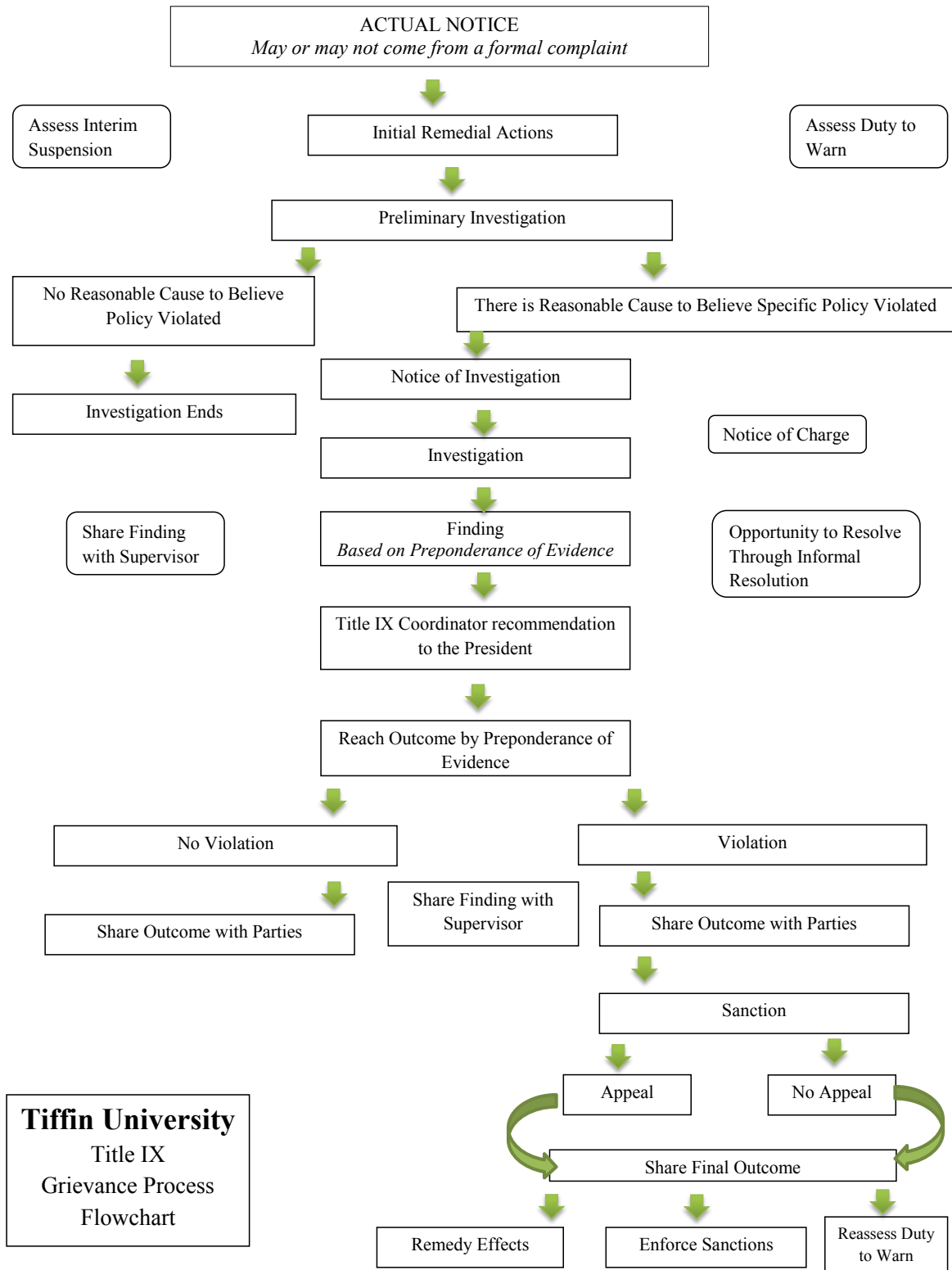
#### **Annual Reporting**

The Office of Institutional Diversity and Equity in collaboration with the Office of Human Resources is responsible for maintaining records relating to discrimination, harassment, or sexual misconduct investigations, resolutions, and reports. The records are maintained Maxient. All records pertaining to pending litigation or a request for records shall be maintained in accordance with University legal counsel. Requests for information should be directed to the University President.

#### **Process Review**

The Office for Institutional Diversity & Equity and the Title IX Advisory Committee will review these process changes periodically to assess effectiveness and continued compliance. This group will make recommended changes, if any, to be reviewed by the President for implementation.

### **Appendix A**





### **Sex Offender Registry**

In order to maintain awareness of sex offenders living in your neighborhood, we have provided a link to access the Sex Offender Registry of Seneca County at [http://sheriffalerts.com/cap\\_main.php?office=55153](http://sheriffalerts.com/cap_main.php?office=55153) .

The registry will allow you to enter any local address. It will then provide a list of all registered Seneca County sex offenders living within a one-mile radius within the boundaries of Seneca County. If you are looking for information about a particular sex offender, registered in Seneca County, the registry can help there as well.

We encourage you to take advantage of the free email notification. When a sex offender registers with the Seneca County Sheriff's Office you will be alerted if the offender's address is:

1. in Seneca County, and
2. within one mile of the address you have entered on your subscription

The Seneca County Sheriff's Office maintains a Sex Offender Registry as a public service tool. Individuals listed on this registry have been convicted of a sexual offense that requires them to meet a number of mandates including annual registration with law enforcement. This registry is designed to increase community safety and awareness.

This information is meant to educate you about offenders in Seneca County. It has not been made available for you to take action against any individual. Any action against an offender which is determined to be a violation of law will subject the violator to arrest and prosecution. Please report all information on offenders directly the Seneca County Sheriff's Office.

## **ALCOHOLIC BEVERAGE POLICY**

Effective October 1, 1990, all colleges and universities that receive federal funds must develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Congress created this requirement as part of the Drug Free Schools and Communities Act Amendment of 1989, which then President Bush signed into law. Section 22 of the Act amends Title XII of the Higher Education Act of 1965 by adding a provision that outlines the steps a college must take to maintain a drug and alcohol prevention program.

To comply with the requirements of the Act, Tiffin University will annually distribute to each student and employee a copy of the Student Handbook, which will outline this program.

Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may include but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

**Alcohol Policy** - Tiffin University's alcohol policy expects Students to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university's restrictions and prohibitions governing the use and consumption of alcoholic beverages

**Responsibility** - Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.

- **Law:** Any alcohol related violation of the Ohio Revised Code including, but not limited to:
  - Distribution of alcohol to any person under the age of 21 and possession of alcohol in the presence of any person under the age of 21.
  - Possessing an open container in a public place including a motor vehicle, parked or moving.



- Using false identification to obtain alcoholic beverages.
- OVI- Operating a Vehicle while impaired or under the influence of alcohol.
- **Underage and Alcohol: If you are under the age of 21, the following additional actions/behaviors are prohibited under this policy:**
  - Use and/or possession of alcohol under the age of 21.
  - Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment/house are not over the age of 21.
  - Occupancy in a room where alcohol is present.
  - Complicity to alcohol use.
  - Alcohol containers of any kind (whether empty or full) are not permitted for use by those under the age of 21.
- **Abuse/Misuse:** Consumption of alcohol that clearly impairs a Student's personal health and/or safety, regardless of age.
- **Disorderly Conduct:** Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.
- **Public Intoxication:** Public intoxication and/or drinking in public.
- **Common Source/Keg:** Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- **Mass Consumption:** Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- **Devices:** Use and/or possession of mass consumption devices (ie. beer bongs, funnels, etc.).

University regulations governing the use, possession, and consumption of alcoholic beverages by Students and Student Organizations on University property or affiliated premises

- Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.

#### Fraternity and Sorority Facilities

- Each Greek chapter is responsible for adhering to state and local laws, as well as standards of the University governing the possession and consumption of alcoholic beverages.

#### Residential Facilities (halls, houses, apartments, etc.) - Student Rooms

- Students who are of legal age may consume alcohol in their room with the doors closed.
- Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall, or on-campus location where underage Students are living.

Open Containers - Consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

### **DISCIPLINARY ACTIONS:**

Failure to comply with any of the stated policies may result in disciplinary action against an individual or group. If behavior problems are deemed serious enough, The Dean of Students or designee may take whatever immediate action is needed to maintain order and prevent harm or abuse to any person. *\*Please note: If a situation warrants, civil authorities may be notified, and any resulting actions taken by them are the sole responsibility of the student. Restitution for damages to university, personal, or community property is the responsibility of those responsible and there may be university, as well as court-ordered sanctions that are separate, but for which students proven to be involved will be held accountable.*

## PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION

Tiffin University is committed to providing students with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all students in understanding the problems associated with substance abuse.

In January of 1988, the University initiated a drug screening policy. The federal and state governments have also required institutions of higher learning to comply with the Drug-Free Schools and Community Act. Should drug use be suspected on the part of a student or employee, he or she would be requested to comply with appropriate drug screening/testing procedures. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

Being a small sized educational institution in a small town, the students are generally not subject to the pressures of drug abuse and availability that occur in larger urban universities. We are aware, however, that diligence, education and discipline on the part of the Student Affairs and other offices will help discourage drug and substance abuse.

Only a combined effort from educational institutions, government, law enforcement and individual families can halt the increase in substance abuse. TU has been, and will continue to be, active in this endeavor.

## DRUG POLICY

Tiffin University upholds state and federal laws concerning drug use. The University will not interfere with the legal prosecution of any members of the academic community who violate these laws. Additionally, Tiffin University prohibits the following:

- The illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances
- Knowingly or recklessly administering a controlled substance to any person by force, threat, or deception with the intent to cause serious harm
- Knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle
- Obtaining, possessing, or using hypodermics for unlawful administration of drugs
- The sale to juveniles of paraphernalia for use with marijuana

**Drug Testing Policy** -Tiffin University Maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We seek to assure the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, consistent with the state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

**Reasonable Suspicion Testing** - A student is subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of Tiffin University, will be required whenever the Office of the Dean of Students or their designee suspect or have reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

**Testing and Disciplinary Action** - Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A student who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in

disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

### **Firearms and Weapons Policies**

The possession or use of firearms, pellet guns, bows and arrows, slingshots, fireworks, knives or other objects which may endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. Weapon use or possession for hunting, exhibition, course requirements, or other purposes is strictly prohibited. Violators will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling or using a weapon and who reasonably believes that the individual is doing so without the consent of Tiffin University should immediately report this to the Campus Safety and Security Department or to the Office of Student Affairs.

Weapons may be allowed on campus ONLY for authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent they are legally permitted to possess weapons in the State of Ohio. Persons legally permitted to possess weapons in the State of Ohio, to the extent that such possession is necessary as part of an academic, research, or work related activity must adhere to said policies.

**FIREARMS POLICY** - The possession or use of firearms, pellet guns, bows, and arrows, slingshots, fireworks, knives, stun guns, or other objects which may endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. Violators will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

**CONCEALED CARRY POLICY** - Students, staff, and/or visitors that have a concealed carry permit are strictly prohibited from carrying weapons on Tiffin University campuses, or at Tiffin University events, in accordance with Ohio Law.

### **Emergency Evacuation Procedures and Policies**

**1. PURPOSE:** The purpose of the Tiffin University Crisis Response Plan (CRP) is to outline the management structure, responsibilities, procedures and guiding policies to assist Tiffin University when responding to an emergency. The CRP directs response efforts when Standard Operating Procedures (SOPs) developed by University departments and units are insufficient to handle an emergency.

**2. SCOPE:** This plan is a campus-level plan covering property owned by the university. The plan also covers the faculty, staff, students and visitors associated with the Tiffin University campus. This CRP is designed to address a comprehensive range of natural and man-made hazards that could affect the Tiffin University campus and

includes procedures for responding to a range of levels of emergency regardless of the size or complexity. For the remainder of this document, TU represents Tiffin University. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan or its appendices.

**3. DEVELOPMENT, ADMINISTRATION AND AUTHORITY:** The development and administration of this Crisis Response Plan is the responsibility of the Department of Campus Safety and Security. This plan is promulgated under the authority of the President, Vice President of Human Resources and Campus Services and the Director of Campus Safety and Security.

#### **4. DEFINITIONS OF EMERGENCIES**

**Level I:** (disrupting only limited parts of campus): Any incident that does not seriously affect the overall functional capacity of the university, and can be resolved with existing university resources or limited outside help. This type of emergency involves only the locally affected area, and does not require the Emergency Operations Team (EOT) to be convened. Impacted personnel or departments will work directly with the Vice President of Human Resources and Student Services, Dean of Students, and TU Department of Safety and Security to address the situation. The Vice President of Human Resources and Campus Services, Dean of Students or Director of Safety and Security will be responsible for contacting and informing appropriate university staff. Some examples of minor emergencies include but are not limited to: odor complaint localized chemical spill, plumbing failure and/or an inoperative elevator.

**Level II:** (disrupting sizable portions of campus): Any incident which affects an entire building or buildings and which will disrupt the overall operations of the university is considered a major emergency. Assistance from external organizations will most likely be required, the situation may escalate quickly, serious consequences to critical functions could occur, and serious injury or loss of life is possible. In this type of emergency, the Vice President of Human Resources and Campus Services will activate/notify all members of the EOT; an Emergency Operations Center may be established; and the EOT may meet there to evaluate the situation and decide upon a course of action. Some examples of major incidents include but are not limited to: building fires, chemical spills which could pose a threat to a large number of people, extensive power or utility outage, severe flooding, and/or an existing or imminent external emergency that may impact the campus.

**Level III:** (involving the entire campus and surrounding community): Any event or occurrence that has taken place and has seriously impaired or halted the operations of the university. In some cases, mass personnel casualties and severe property damage may be sustained. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires university-wide cooperation and extensive coordination with external jurisdictions. In this type of emergency, the Vice President of Human Resources and Campus Services will activate/notify all members of the EOT; an Emergency Operations Center will be established; and the EOT will meet there to evaluate the situation and decide upon a course of action. Some examples of a disaster include but are not limited to: major flooding, major earthquake, and/or a massive release of a biological or chemical agent.

**5. WHO TO CALL IN AN EMERGENCY:** Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life threatening emergencies dial 911 and follow up with a call to the TU Department of Safety and Security at 419-

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563-5611. Campus phones do not show a location on 911 Caller ID. Always inform the 911 Operator with the building, room, and phone number you are calling from. All other emergencies should be directed to the TU Department of Safety and Security at 419-563-5611. Safety and Security personnel will be responsible for contacting designated responders and administrative officials and the specific guidelines within this plan will be followed.

**6. DECLARATION OF CAMPUS STATE OF EMERGENCY:** The authority to declare a Campus State of Emergency rests with the President (or designee), Vice President of Human Resources and Campus Services and the Dean of Students upon consultation with appropriate personnel (i.e. members of the Policy Group). When this declaration is made, access to the campus may be limited to registered students, faculty, staff, and employees. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

Upon notification of a campus state of emergency, the Vice President of Human Resources and Campus Services shall activate/notify members of the Emergency Operations Team. This group of individuals shall respond at all incidents unless otherwise notified by the President or Vice President of Human Resources and Campus Services. Members of the Emergency Operations Team shall be called in if the incident necessitates their involvement.

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that the Vice President of Human Resources and Campus Services activate/notify the proper personnel in a timely manner. Once the Emergency Operations Team is notified, they will have the flexibility to respond to the incident, as they deem proper for the situation at hand. A list of emergency phone numbers accompanies this document and provides a complete listing of individuals and/or agencies that can respond to a particular emergency (see Appendix A).

### **Immediate Notification Policy**

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”).

Included among Tiffin University’s efforts to maintain a safe campus environment are the following procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

In the event of a significant emergency or dangerous situation occurring on campus, Tiffin University Administrators shall, without delay, make an initial determination as whether the situation presents an **immediate** threat to the health or safety of students and employees. If the administrators conclude that such a threat exists, they shall immediately notify the appropriate segments of the University community, unless issuing an immediate notification would, in the professional judgment of the University or other City, County or State entity, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The designated administrator shall also promptly consult with other senior university officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

Examples of the types of crimes or emergencies may include the following: A crime against person, i.e. murder; robbery; aggravated assault; sexual assault; OR any emergency situation that may cause a threat to the health and safety of your community, such as an active shooter on campus, hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a University owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by text or voice messages, postings to the listed social medial sites, and/or emails to the Tiffin University community and other methods as needed. If the situation requires evacuation, the University will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details about the sites will be included in the Immediate Notification.

Tiffin University maintains a comprehensive emergency management plan (“CEMP”) that describes in more detail the University’s emergency protocols, including the University’s shelter and evacuation procedures.

Depending on the incident and nature of the threat, the University will use mass notification methods to provide immediate emergency notifications to the campus community. These methods can include:

- Emails to tiffin.edu accounts;
- Text alerts to cell phones;
- Voice alerts to mobile and home phones registered; and
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the University’s immediate emergency notifications, all members of the University community are encouraged to provide the University with up-to-date contact information, including a cell phone number, through the University’s website portal (Self-Service).

Tiffin University will work with the Media Relations to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

The Director of Campus Safety and Security will oversee regular tests of the University’s emergency notification system and evacuation procedures (at least annually). The Director will publicize the University’s emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Director of Safety and Security shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

### **FIRE EVACUATION PROCEDURES**

All employees, especially those in certain occupations (e.g. laboratory, facilities management, food service, residential life, etc...), should learn to use a fire extinguisher. Call the TU Department of Safety and Security to set up a fire extinguisher training program. See the Evacuation/Shelter in Place procedures for more information on how to exit a building.

If you discover a fire inside a building:

Activate the fire alarm system.

1. Immediately exit the building, closing doors behind you. **DO NOT USE ELEVATORS.**
2. Call 911; give the exact location of the fire and your location.



3. Call TU Department of Safety and Security at ext. 5137

If you discover a fire outside a building:

1. Call 911; give the exact location of the fire and your location.
2. Do NOT activate the building fire alarm system.
3. Call TU Department of Safety and Security at ext. 5137

Once fire alarm is activated:

1. Walk (DO NOT RUN) to the nearest exit
2. Assist persons with special needs
3. Feel doorknobs or doors with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door.
4. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
5. Close doors behind you.
6. Notify fire personnel if you suspect someone is trapped inside the building.
7. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to by Campus Security or the Tiffin Fire Department.

If you are trapped in a room

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke could be drawn into the room).

If you are caught in smoke:

1. Drop to your hands and knees and crawl toward the nearest exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires. Firefighting efforts must be terminated when it becomes obvious that there is

risk of harm from smoke, heat or flames, whichever comes FIRST.

The Director of Safety and Security will assess the situation, and notify the Emergency Operations Team members if appropriate. TU Department of Safety and Security has the primary responsibility for managing fire emergencies with the Tiffin Fire Department. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

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Fire Statistics**

Number of fires on campus	2
Number of Fire-related deaths on campus	0
Number of injuries related to fire resulting in treatment at medical facility	0
Value of property damage related to fire on campus or campus property	< \$9,999.99

**Fire Safety Systems in Campus Housing Facilities**

Each of the eleven main dormitory/apartment style housing units is equipped with individual room detectors which are connected to a main system. This main operating system is directly connected to the notification system for the City of Tiffin. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department, law enforcement, and emergency personnel are notified. The estimated time of their arrival is between 3-4 minutes. The residential units falling under this system include the following:

Residential Units	Physical Location	Special Notes
Kirk Hall	187 Jackson Street	Sprinkler Units: Room/Floor
Craycraft Hall	160 Miami Street	*Limited Areas
Friedley Hall	18 S. Sandusky Street	*Limited Areas
Zahn Hall	173 Jackson Street	*Limited Areas
Huggins Hall	156 Clay Street	Sprinkler Units: Room/Floor
Miller Hall	228 West Perry Street	*Limited Areas
Jr/Sr Apartments	335 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	355 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	349 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	359 Miami Street	Sprinkler Units: Room/Floor
Sophomore Hall	194 Clay Street	Sprinkler Units: Room/Floor

\*Plan to increase sprinkler units in more areas; in these units, individual rooms have smoke alarms, but are not connected to central fire panel.

All common areas in these units are connected to the central fire panel, which is connected to the City of Tiffin emergency response system.



For all other housing units (comprised of houses converted to student housing and located both on campus proper and contiguous to campus property), individual rooms are equipped with ionized smoke alarms. They are not connected to a larger system or directly to the local emergency response notification system.

The City of Tiffin Fire Department conducts yearly walk-through inspections after students begin moving in during the Fall Semester.

Electrical panels are tested bi-yearly for “hotspots” using infrared equipment.

Annual fire alarm tests and inspections are conducted by Simplex-Grinnell Fire Systems.

Fire extinguishers are tested and inspected annually by AA Fire Extinguisher Company

Twice yearly inspections are conducted on the hood systems in the dining service operation.

Resident Assistants and student safety staff members check stoves in house units nightly while on rounds.

Safe cooking manuals are provided to students who have access to stoves/ovens.

Employees in fire safety and evacuation procedures, as well as extinguisher training. All RAs carry keys to fire panels, and student security team members carry a key to the fire panels.

Drills may be conducted at various times throughout the school year.

Smoke alarms checked annually or at the beginning of semesters.

## **FIRE SAFETY STANDARDS**

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called. In houses if possible, call the Fire Department before attempting to use an extinguisher. The residence hall alarms are all directly connected to the Fire Department.
3. Adams Street and Benner apartments and the individual houses are NOT connected to the Fire Department. In case of emergency, dial 911.
4. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
5. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
6. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
7. Know the location of all fire exits, fire alarms, and fire extinguishers.
8. Use only metal wastebaskets. You should empty your basket frequently.
9. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
10. The Director of Housing Operations must approve high wattage appliances before they may be used in the residence halls and houses.
11. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
12. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
13. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
14. Candles (used or unused), incense burners, Scentsy Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.
15. Causing a fire alarm through carelessness will result in an automatic \$100 fine. If it cannot be determined who caused the fire alarm, the fine may be split among all residents. For a full list of fire evacuation procedures, please refer to Tiffin University Emergency Procedures

## Residence Hall Fire Evacuation Procedures

*When the alarm sounds or there is an indication of smoke or fire*

1. Close the windows.
2. Raise the shades.
3. Leave the lights on.
4. Wear coat and hard-soled shoes.
5. Carry towel and place over face in case of smoke.
6. The room will be checked after you leave.
7. Go, without talking, to your exit in single file. Walk swiftly. Do not run or push.
8. If you are not in your room, go to the nearest exit.
9. Assemble outside the hall or house at your designated spot so that roll call may be taken quickly.
10. Face away from the building in case of explosion.
11. Do not return to your room for any reason until the signal is given.
12. Everyone must leave the building, Residence Hall, house, or other, in which a fire alarm is activated. Failure to do so may result in probation, removal from housing, and/or other appropriate sanctions, including a \$50.00 fine.

### Fire Safety Tips

#### In the Event of a Fire

Fire alarms alert the community members of potential hazards and community member are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly. Please follow the following procedures in the event of a fire:

- Pull the fire alarm
- Leave the building immediately using the closest emergency exit
- Close doors behind you
- Call 911 when safe to do so
- Assemble in a designated area
- Re-enter the building only when instructed by officials

#### Tips

- Never leave cooking unattended
- Do not assume the alarm is false
- Do not use elevators in the event of a fire
- Know two ways out of your residence hall or office building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call TFD or 911 to report your location
- If trained, use a fire extinguisher if the fire is small and contained, and room is not filled with smoke

### Health and Safety Inspections

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited item found within the student handbook.

### SUMMARY OF FIRES ON CAMPUS: 2012-2014

<b>Facility</b>	<b>Address</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Friedley Hall	18 S. Sandusky St.	0	0	0
Craycraft Hall	160 Miami St.	0	0	0
Zahn Hall	173 Jackson St.	1	0	0
Miller Hall	228 W. Perry St.	0	0	0
Huggins Hall	156 Clay St.	0	0	0
Kirk Hall	187 Jackson St.	0	0	0
Apartment 1	335 Miami St.	2	0	1
Apartment 2	355 Miami St.	1	0	0
Apartment 3	95 Adams St.	0	0	0
Apartment 4	315 Benner St.	0	0	0
House Unit 1	93 Adams St.	0	0	0
House Unit 2	128 Franklin St.	0	0	0
House Unit 3	133 Franklin St.	0	0	0
House Unit 4	139 Franklin St.	0	0	0
House Unit 5	143 Franklin St.	0	0	0
House Unit 6	149 Franklin St.	0	0	0
House Unit 7	114 Miami St.	Not applicable	Not applicable	Not applicable
House Unit 8	281 Miami St.	0	0	0
House Unit 9	293 Miami St.	0	0	0
House Unit 10	19 S. Sandusky St.	0	0	0
House Unit 11	21 S. Sandusky St.	0	0	0
House Unit 12	92 S. Sandusky St.	0	0	0
House Unit 13	107 S. Sandusky St.	0	0	Not applicable
House Unit 14	108 S. Sandusky St.	0	0	0
House Unit 15	120 S. Sandusky St.	0	0	0
House Unit 16	130 S. Sandusky St.	0	0	Not applicable
House Unit 17	140 S. Sandusky St.	1	0	0

<b>Facility</b>	<b>Address</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
House Unit 18	Not applicable			
House Unit 19	108 Jackson St.	0	0	0
House Unit 20	Not applicable			
House Unit 21	118 Jackson St.	0	0	0
House Unit 22	137 Jackson St.	0	0	0
House Unit 23	149 Jackson St.	0	0	0
House Unit 24	193 Jackson St.	0	0	0
House Unit 25	144 Clay St.	0	0	0
House Unit 26	172 Clay St.	0	0	0
House Unit 27	173 Clay St.	0	0	0
House Unit 28	Not applicable			
House Unit 29	192 Clay St.	0	0	Not applicable
House Unit 30	224 Clay St.	0	0	0
House Unit 31	236 Clay St.	0	0	0
House Unit 32	238 Clay St.	0	0	1
House Unit 33	246 Clay St.	0	0	0
House Unit 34	268 Clay St.	0	0	0
House Unit 35	272 Clay St.	0	0	0
House Unit 36	292 Clay St.	0	0	0
House Unit 37	158 Hudson St.	0	0	0
Apartment 5	349 Miami St.	1	0	0
Apartment 6	359 Miami St.	1	0	0
House Unit 38	50 Jackson St.	0	0	0
House Unit 39	116 S. Sandusky St.	0	0	0
House Unit 40	161 W. Market St.	0	0	Not applicable
House Unit 41	45 N. Monroe St.	0	0	Not applicable
House Unit 42	47 N. Monroe St.	0	0	Not applicable
House Unit 43	Not applicable			
House Unit 44	Not applicable			
House Unit 45	276 Clay St.	0	0	0
House Unit 46	282 Clay St.	0	0	0
House Unit 47	Not applicable			
House Unit 48	114 Jackson St.	0	0	0
House Unit 49	132 Jackson St.	0	0	0
House Unit 50	136 Jackson St.	0	0	0
House Unit 51	142 Jackson St.	0	0	0
House Unit 52	34 Miami St.	0	0	Not applicable
House Unit 53	46 Miami St.	0	0	0
House Unit 54	46 ½ Miami St.	0	0	0
House Unit 55	44 Miami St.	0	0	0
House Unit 56	401 Miami St.	0	0	0
Sophomore Hall	194 Clay St.	0	0	0
House Unit 57	82 ½ Franklin St.	Not applicable	Not applicable	0
Apartment 106	106 Benner St.	Not applicable	Not applicable	0
Apartment 114	114 Benner St.	Not applicable	Not applicable	0
House Unit 58	47 Franklin St.	Not applicable	Not applicable	0
House Unit 59	55 Franklin St.	Not applicable	Not applicable	0
<b>TOTALS</b>		<b>7</b>	<b>0</b>	<b>2</b>

## IMPORTANT CONTACTS and EMERGENCY NUMBERS

### EMERGENCY NUMBERS

Ambulance.....	911 or 419-447-1691
Fire.....	911 or 419-447-1234
Highway Patrol.....	419-448-0042
Mercy Hospital.....	419-447-3130
Tiffin Police Department.....	911 or 419-447-2323
Sheriff.....	419-447-3456
Tiffin University Student Affairs.....	419-448-3264
Dean of Students Office / Cell.....	419-448-3582 / 419-618-5154
24 Hour Emergency Hotline.....	1-800-613-4456
Campus Security Duty Phone.....	419-934-0721
Area Coordinator Duty Phone.....	419-208-5235
Dir. of Campus Security Office / Cell.....	419-448-5137 / 419-563-5611
Firelands Counseling and Recovery.....	419-448-9440
Seneca County Victim's Advocate.....	419-448-5070
Title IX Coordinator.....	419-448-3504
Campus Victim's Advocate.....	419-448-3332
Director of Facilities.....	419-448-3276

### On Campus Services

Victims Advocate  
Brienne Hurd  
Seitz Hall  
(419) 448-3332  
[hurdb@tiffin.edu](mailto:hurdb@tiffin.edu)

Health & Wellness Center – Medical  
Fran Ford, Nurse  
Seneca House  
(419) 448-3429  
[fordfj@tiffin.edu](mailto:fordfj@tiffin.edu)

Health & Wellness - Counseling  
Julie George, Director of Counseling  
Seneca House  
(419) 448-3578  
[georgej@tiffin.edu](mailto:georgej@tiffin.edu)

Campus Safety  
Jennifer Boucher, Director of Campus Safety  
Gillmor Student Center  
(419) 448-5137  
[boucherj@tiffin.edu](mailto:boucherj@tiffin.edu)

### Off Campus Assistance

Tiffin Police Department  
51 East Market St  
Tiffin, OH 44883  
911 or (419) 447-2323

Tiffin Fire Department  
53 S Monroe  
Tiffin OH 44883  
911 or (419) 447-1234

Mercy Hospital  
45 Lawrence Dr  
Tiffin, OH 44883  
(419)447-3130

Firelands Counseling & Recovery  
76 Ashwood  
Tiffin, OH 44883  
(419) 448-9440

Seneca County Victims Assistance  
71 S. Washington  
Tiffin, OH 44883  
(419) 448-5070

