



LAKE ERIE
COLLEGE

Campus Safety & Security Policies

Crime Reporting

Reporting Policies

Reporting Procedures

College's Response to Reports

Crime Statistics

Timely Warnings

Campus Facilities: Safety and Access

Personal Security Recommendations

Campus Facilities: Safe Access

Law Enforcement

Educational Programs

Off-campus Monitoring

Alcohol Policy

Drugs Policy

Drug & Alcohol Abuse Education Programs

Domestic Violence

Dating Violence

Sexual Assault Programs & Procedures

Stalking

Missing Persons

Miscellaneous Services

Questions?

CRIME REPORTING POLICIES:

A. Reporting Policies:

1. The Lake Erie College Safety & Security Office, located on the lower level of the Holden Center, Room 110, 440-375-7575, is the office to which all criminal reports should be made. Everyone on campus

(including students, faculty, staff and visitors) are encouraged to immediately report any and all potential criminal activity to the LEC Security Office. Civil or criminal incidents occurring on Lake Erie College Main Campus and all residence hall or apartment locations can also be reported to the Painesville Police Department 28 Mentor Av. Painesville, OH, via 911 or 440-354-3535. Civil or criminal incidents that occur at Lake Erie College Equestrian Center, located at 8031 Morley Rd. Concord, OH, may be reported to the Lake County Sherriff's Office 104 E. Erie St. Painesville, OH, via 911 or 440-354-3434. Civil or criminal incidents that occur at the Holden University Center, of Lakeland Community College, may be reported to the Lakeland Community College Police Department 770 Clock Tower Dr. Rm A-2 Kirtland, OH. Via 911 or 440-525-7241. Individuals who wish to report any criminal or civil incident but , do not know the appropriate Law Enforcement Agency with whom the report should be filed, should call LEC Security 440-375-7575.

2. LEC Security normally requires a written complaint from someone to begin the investigation process. LEC Security and/or the Student Life Office may request the assistance of the complainant in the investigation process. LEC Security will make exceptions when necessary, including cases presenting clear danger to the victim and/ or the College Community.
3. LEC Security will provide a crime log for the most recent 60-day period open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within 2 business days of a request for public inspection. Information will include the nature of the crime, date, time, general location and disposition (if known).
4. LEC Security will issue an annual report of criminal reports made to LEC Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes crimes alleged to have occurred on the campus and facilities owned or controlled by Lake Erie College and/or recognized student organizations. It includes the following reports of crime:
 - a. Murder/Manslaughter
 - b. Sex offenses
 - i. Forcible
 - 1) Rape
 - 2) Sodomy

- 3) Sexual assault with object
 - 4) Fondling
 - ii. Non-Forcible:
 - 1) Incest
 - 2) Statutory rape
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Murders evidencing hate crime
 - h. Forcible rape evidencing hate crime
 - i. Aggravated assault evidencing hate crime
 - j. Liquor law violations
 - k. Drug abuse violations
 - l. Weapons possession
5. The Director of Security serves as the primary liaison for LEC Security with all law enforcement agencies. When reports are made to the Director of Security, the Director or designee will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.
 6. Information related to security and safety will be posted on the *Safe Campus* bulletin board located outside of the Security Office in the Holden Center. Timely warnings, security concerns and safety suggestion will be posted on the security tab of the Lake Erie College web site or communicated to the Lake Erie College community via e-mail

B. Reporting Procedures:

1. All criminal activity occurring on campus should be reported immediately to LEC Security Office 440-375-7575, and/or to the Painesville Police Department. LEC Security will assist the complainant in completing necessary reports. These reports will also be forwarded to the Painesville Police Department. In appropriate cases, reports will also be shared with the Dean of Students and Director of Residence Life.
2. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

3. All employees, faculty or staff who become aware of an allegation of violation of College policy, student code of conduct, civil or criminal law, should report the allegation to their supervisor and LEC Security. All faculty and staff have a significant responsibility for student and campus activities and must report potential criminal activity of which they are aware to LEC Security. These individuals should not attempt to investigate, but should instead report and allow LEC Security to investigate.
4. All persons in the LEC community are encouraged to assist anyone in reporting alleged criminal activity by contacting LEC Security and/or the Painesville Police Department, as well as providing assistance in making reports.
5. Student Organizations using any college facility are encouraged to report safety and security concerns to LEC Security.
6. College personnel are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

C. College's Response to Reports:

1. All allegations will be investigated. These investigations may be made in conjunction with the Painesville Police Department or the appropriate County, State and/or Federal Law Enforcement Agency.
2. Reports will be classified by the Director of Security in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Students and Director of Residence Life for assistance with the investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
4. The College will issue a **timely warning** to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes, (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), of murder, manslaughter, forcible rape or aggravated assault, in cases where the Director of Security (or the Director's designee) determines there is a continuing threat to the College

Community. In such cases, warnings will be published through campus bulletins, E-mail and/or voice mail systems.

Crime Statistics

- A. During the Academic year, the Department of Safety and Security produces a weekly crime report summarizing Criminal incidents, when a victim or other involved parties report the incident to Safety and Security. There is a log of these summarized incidents available for public review, located at Safety and Security.
- B. The Student Life Office, in conjunction with the Department of Safety and Security, will make timely warning reports to the campus community regarding certain crimes that represent a continuing threat to the campus community. In addition to being posted in public areas, this information may be distributed by electronic mail.
- C. In accordance with the Campus Security Act, Lake Erie College provides crime statistics and security information to current and prospective students, and current and prospective employees. These statistics include crimes that have taken place on campus, non-campus (Buildings and Grounds), and on neighboring public property (public streets, & sidewalks). The Safety and Security Department serves as the "clearing house" in the gathering of crime data and judicial referrals from those with "significant responsibilities for students and campus activities". Student Life and the Painesville Police are the other departments to report incidents of crime, and on a daily basis, all are in contact with Safety and Security. In addition, an annual report is requested from the Painesville Police Department, the Painesville Fire Department and Student Life Office. All gathered information is then compared to minimize multiple postings, and then incorporated in the following statistical tables:

Criminal Offenses

The following criminal offences occurred.

On Campus:

	2015	2016	2017	2018
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0
RAPE	0	1	0	1
FONDLING	1	1	2	2
INCEST	0	0	0	0
STATUTORY RAPE	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	1	0	0
BURGLARY	0	4	5	3
MOTOR VEHICLE THEFT	0	0	0	1
ARSON	0	0	0	0

On Campus - Student Housing Facilities:

	2015	2016	2017	2018
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0
RAPE	0	0	0	1
FONDLING	0	0	2	1
INCEST	0	0	0	0

STATUTORY RAPE	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	1	0	0
BURGLARY	0	4	5	1
MOTOR VEHICLE THEFT	0	0	0	0
ARSON	0	0	0	0

Public Property:

	2015	2016	2017	2018
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0
RAPE	0	0	0	0
INCEST	0	0	0	0
STATUTORY RAPE	0	0	0	0
ROBBERY	0	0	1	0
AGGRAVATED ASSAULT	0	0	0	0
BURGLARY	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0
ARSON	0	0	0	0

Hate Crimes:

For the years of 2015, 2016, 2017 and 2018 Lake Erie College has had no reports of criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity.

CAMPUS FACILITIES: SAFETY AND ACCESS

A. Personal Security Recommendations:

1. LEC Security staff is available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can immediately after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:
 - a) Gender
 - b) Approximate age
 - c) Height
 - d) Weight/build
 - e) Description of face including eye color, hair color, hair style (short, curly, etc.), jaw, nose
 - f) Dress/clothing
 - g) Facial hair
 - h) Glasses
 - i) Distinguishing marks, including scars
 - j) Distinguishing gait

2. Call for an Escort! The security office is open 24 hours a day, 7 days a week. Patrol and escort services are normally available during that time. To obtain escort services just call LEC Security and make a request. Keep in mind that sometimes we will have to prioritize calls for service. Your safety is paramount; remain in a well lit safe area until a security escort has arrived. If prior to the arrival of the security escort, the need for the escort is no longer warranted, please call to cancel the escort.

3. Protect your office, residential living area and personal belongings:
 - a) Lock your door - even if you are only going out for a short time or only going a short distance. It only takes 8 seconds to walk into your open office or room and steal your valuables.
 - b) Do not prop open exterior building doors. These doors are locked for your protection and protection of others.
 - c) Never open locked exterior doors of the building for strangers.
 - d) Do not loan your keys to anyone. They may not be careful with them and may misplace them, giving the wrong person access.

- e) Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing them.
 - f) Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
4. Protect your property:
- a) Record and keep serial numbers of electronic items and valuables in a safe place.
 - b) Engraving non-serialized valuables with an identifying number; such as your student ID and record this information. **Do not use** your social security number for engraving or any type of ID.
 - c) Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the classroom or other unsecure areas.
 - d) Take valuables home with you during vacations or breaks.
 - e) Park your bike in a bike rack in a well- lit area. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.
5. Protect your automobile:
- a) Always lock your car doors and never leave your keys in the vehicle.
 - b) Try to park your car in a well-lit area.
 - c) Avoid leaving property where it is visible.
 - d) If you cannot locate a parking space near your residential living area park your vehicle on campus and call for an escort to your residential hall. We will also provide a ride back to your vehicle if needed.
6. Protect yourself at night:
- a) Avoid walking alone at night.
 - b) Refrain from taking shortcuts, walk where there is plenty of light and traffic.
 - c) Do not cut across private, non campus property or property you are not failure with.
 - d) Call for an escort at 440-375-7575.
7. Protect yourself walking and jogging:
- a) Avoid walking and jogging alone after dark.
 - b) Walk along well-lit routes.
 - c) Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of

the street and yell for help, or head quickly for a lighted area or a group of people.

- d) Have your keys ready when returning to your vehicle. Keep your personal or valuable items concealed and close to your body.

8. Help us protect you:

- a) Property can be replaced: your life cannot. If someone demands your property, give it up and report the incident. Be a good witness.
- b) If you see someone in need of help call LEC Security, the Painesville Police or shout for **HELP**. Do anything to make the person flee or feel that they can be identified. At all times protect yourself.
- c) Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call LEC Security immediately.
- d) If you see any suspicious activity or people on or near campus, call LEC Security immediately 440-375-7575. Do not assume that what you observe is an innocent activity or that it has already been reported.
- e) Do not assume the person is a visitor or college employee that you have not seen before
- f) Suspicious people may be loitering about at unusual hours and locations.
- g) Be vigilant of person(s) exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance. Notify LEC Security immediately
- h) Watch for person(s) carrying property that might be suspicious, depending on the circumstances, or person(s) going from room to room or car to car trying door handles.

B. Campus facilities: Safe Access

1. Keys are issued to authorized faculty, staff and students only.
2. Exterior building doors should not be propped open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.
4. Individual academic buildings are normally open from 7 a.m. - 10 p.m. M - F and 7 a.m. - 5 p.m. on Saturdays. Employees and students in

buildings after normal working hours should have an ID in their possession and present the ID when requested.

5. When faculty, staff or students observe suspicious people in any college building they should immediately contact Campus Security, 440-375-7575.
6. Students will be permitted, after hours, access to some buildings, area and classrooms for studying, school work and other productive activities. Student ID is required for after hour access.
7. Access to specialty classroom or labs shall only be granted to students with prior permission or prior notification to security by their instructor or faculty member.
8. Keep your cell phone handy and contact LEC Security when in doubt. Don't just assume something is normal when it appears out of the ordinary.

POLICIES CONCERNING LAW ENFORCEMENT:

- A. LEC Security request that faculty, staff and students should not to take security matters into their own hands. Observe unwanted or criminal activity and notify LEC Security or the Painesville Police Department via 911.
- B. Campus Security works closely with the Painesville Police Department and State and Federal law enforcement agencies to track and respond to campus criminal activity.

PROGRAMS TO EDUCATE LEC COMMUNITY REGARDING SECURITY:

- A. LEC Security encourages students and employees to be responsible for their own security and the security of others.
- B. LEC Security and the Painesville Police Department provide assistance in presenting programs on campus security and safety. Such as crime prevention, sexual assault awareness, personal safety, fire prevention, etc.
- C. The LEC Security partners with Student Success Center and Student Life Office to help students in coping with alcohol and drug abuse.

MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:

- A. All LEC recognized organizations and residential apartments that are off-campus will still be monitored. Just because a facility or organization is located off-campus does not mean that activity at that location is not monitored.
- B. Such activity is monitored by LEC Security or the Painesville Police Department which shares information with LEC Security.

ALCOHOL POLICY

- A. Any act that violates College, local, and/or state policy on the consumption, possession and/or advertising of alcoholic beverages is prohibited. Intoxication is not permitted in College buildings or on College grounds. (See Student Handbook, page 20.)
- B. The Lake Erie College Alcohol Policy conforms to all regulations set forth in the OHIO REVISED CODE and will enforce those regulations. Lake Erie College prohibits students under the age of 21 from buying, possessing, being furnished with and/or consuming alcoholic beverages on its campus. The College may notify the parents or guardians of any student involved in an alcohol violation.
- C. If the accused is not cooperative or is underage, the Painesville Police may be called to assist.
- D. A residential student who is 21 years of age may possess and consume bottled or canned beer only within the closed-door confines of his/her residence hall room provided that his/her roommate is also 21 years of age. All students present in the room must be 21 years of age if alcohol is consumed. A 21 year old residing with another student who is not of that age automatically forfeits this privilege. Kegs and other types of alcoholic beverages are prohibited.
- E. Students who are of legal age assume an obligation and liability when they bring alcohol into the residence halls or apartments. Students are expected to be responsible in all matters related to alcohol consumption residential students are held responsible for the behaviors of their guests.
- F. No student is permitted to bring beverages containing alcohol to any College sponsored activity or event whether that event is held on or off campus. Under special conditions, alcohol is permitted to be sold to students who are 21 years of age or older at off-campus events such as Homecoming and Spring Formal.

- G. Drinking games are not permitted in the residence halls or apartments. This includes, but is not limited to: beer pong, quarters, Beirut etc. Staff members will confront any individuals where they perceive mass consumption will occur.
- H. Staff members will confront any individual who is exhibiting intoxicated behaviors in a common area of the residence hall or apartments. These behaviors include but are not limited to: slurred speech, bloodshot eyes, strong odor of alcohol and a gaited walk.
- I. Alcohol paraphernalia: beer bong, funnels etc. are not permitted in the residence halls or apartments.
- J. Beer containers may not exceed 16 ounces.
- K. Alcohol containers are not permitted to be displayed anywhere in student rooms. If a student is 21 or older and would like to consume alcohol in his/her room, s/he must discard containers once the alcohol has been consumed. Local authorities may be called or become involved in an on campus or off campus incident involving alcohol. Whether or not criminal proceedings are expected to be initiated, the College will impose a sanction(s) upon a student found to have been involved. Sanctions may include, but are not limited to probation, educational task, fines or penalties.
- L. Sanctions for alcohol violations include a minimum \$75 fine for the first offense; educational task; disciplinary probation. The first fine for a keg violation is \$250.
- M. If a staff member believes a student needs medical attention due to alcohol consumption, the staff member will contact 9-1-1. The student needing medical attention will be responsible for all costs of medical treatment.
- N. Commuter students who violate policy are subject to all fines and sanctions, as will their hosts/hostesses.

DRUG POLICY

- A. Possession or use (without valid medical or dental prescription), manufacture, furnishing or sale of any narcotic, dangerous or illegal drug, or any other violation of College policy regarding drugs is prohibited. Students will face judicial charges if they are found abusing prescription and over-the counter drugs as well. **When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus. (See Student Handbook, page 21.)*
- B. LEC enforces both Ohio and Federal drug laws regarding the use, possession, and sale of illegal drugs.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

- A. The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is enclosed in the class registration brochure and may be obtained from the Registrar's Office. Interested individuals may obtain a copy of the brochure as it lists policies and programs.
- B. The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Security, Student Success Center and Human Resources provide information and prevention programs for those seeking help with substance abuse or misuse.

DOMESTIC VIOLENCE

- A. Domestic Violence is defined as "... any violent or controlling behavior by a person toward a spouse or partner and can include a dating relationship."
- B. For the purposes of this policy, domestic violence includes, but is not limited to; any felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.
- C. Domestic violence can adversely affect the well-being and productivity of students who are victims, as well as others around them.
- D. Other effects of domestic violence in the campus environment include increased absenteeism, failing grades and mental stress.
- E. Lake Erie College will not tolerate domestic violence on campus and is committed to working with students who are victims or perpetrators of

- domestic violence to prevent abuse and harassment from occurring on campus.
- F. Lake Erie College will provide appropriate support and assistance to students who are victims of domestic violence.
 - G. This includes: confidential means for coming forward for help, resource and referral information.
 - H. Other appropriate assistance will be provided based on individual need.
 - I. Students who are perpetrators of domestic violence will be encouraged to seek assistance.
 - J. The Campus Security, Student Life Office and Dr. Spiesman in the Student Success Center may be able provide information or direction concerning resources available in the surrounding community to both the victim and perpetrator.
 - 1. Security 440-375-7575
 - 2. Student Life Office 440-375-7504
 - 3. Student Success Center, Dr. John Spiesman 440-375-7426
 - 4. Lake County Victim Assistance hotline 440-953-5823
 - 5. Forbes House (*Lake County's shelter for victims of domestic violence*) 440-357-1018
 - 6. Painesville Police Department 911 or 440-350-5434
 - K. Any student who commits domestic violence on campus may be subject to college disciplinary action, up to and including expulsion from the campus.
 - L. Corrective or disciplinary action may also be taken against students who are convicted or issued a temporary or permanent restraining order as a result of domestic violence when such restraining order has a direct impact on the victim student. No students will be penalized or disciplined solely for being a victim of domestic violence on campus.
 - M. Any disciplinary action on behalf of the college has no impact of any criminal procedures brought forth as a result of the domestic violence.
 - N. All students need to take seriously domestic violence and its effect on campus. Lake Erie College will take all reasonable measures to foster a safe educational environment for all students, faculty and staff.

DATING VIOLENCE

- A. The term “dating violence” is defined by Lake Erie College, in accordance with the State of Ohio, “...violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
1. The length of the relationship.
 2. The type of relationship.
 3. The frequency of interaction between the persons involved in the relationship.”
- B. Dating Violence is sometimes also call Intimate Partner Violence. The abuse can take a variety of forms such as isolation of the partner, displaying a self-destructive behavior, physical, sexual, psychological or emotional, and economic abuse.
- C. Dating Violence can range in severity from an occasional slap to repeated hitting.
- D. Dating violence of any sort is not acceptable behavior at Lake Erie College and is a violation of the Lake Erie College Statement of Civility and may be also a violation of other policies set forth in the student handbook. Dating violence or other infractions as a result of dating violence or intimate partner violence will be handled through the campus judicial system.
- E. Any disciplinary action on behalf of the college has no impact of any criminal procedures brought forth as a result of the dating or intimate partner violence.
- F. The victim of dating violence shouldn't have to endure the abusive relationship and Lake Erie College offers assistance in dealing with or helping to find solutions to the dating or intimate partner violence. In many cases the abusive partner also needs help in dealing with their emotional issues, however, help or assistance cannot be offered until the violence has been brought to the attention of someone of authority.
- G. Dating Violence and any other abusive relationship should be reported to:
1. Security located in Holden Center Room 110 440-375-7575

2. Student Life located in Holden Center Room 120 440-375-7505
3. Student Success Center, Dr. John Spiesman 440-375-7426
4. Painesville Police Department 911 or 440-350-5434

SEXUAL ASSAULT PROGRAMS AND PROCEDURES:

- A. Lake Erie College is committed to providing a campus climate that promotes respect and concern for every individual who studies, works and/or lives on the campus. Any form of sexual misconduct is prohibited and regarded as a serious offense. Any violation of this policy will result in immediate disciplinary action.
- B. In the State of Ohio (Ohio Revised Code, Section 2907) sexual assault is defined as: Any kind of sexual conduct (penetration), however slight, or contact (touching), that is unwanted, that involves force, threat of force, intimidation or coercion that is against the will of another person.
- C. At Lake Erie College, sexual assault is defined as:
 1. Sexual physical conduct of any kind that involves force, intimidation or coercion
 2. Sexual physical conduct includes intentional touching of another person on an area of the body that is recognized as a private part of the body
 3. Contact with a person who is incapacitated and unable to consent.
Incapacitated means being under the influence of alcohol or drugs or being incapable of understanding the consequences and implications of the act.
- D. A student who is a survivor of a sexual assault should:
 1. Go to a safe place as soon as possible.
 2. Preserve all physical evidence. Do not wash hands, shower or change clothing. If clothes are changed, place those articles of clothing in a paper (not plastic) bag.
 3. Immediately report the incident to one of the following people: residence director or another residence director on duty; any member of the Student Life staff; or a safety & security officer.
 4. Notify the Painesville Police Department
 5. The Director of the Student Success center or a member of the Student Life staff will assist with notifying authorities and seeking medical and/or emotional care, if the student so chooses.
 6. **Remember – Sexual violence can happen to anyone. You are not alone.**
- E. Lake Erie College is required by Federal law [Public Law: 102-325, section 486(c)] to conduct an investigation of any reported claim of sexual assault. Copies of this law and its requirements may be obtained in the Student Life Office. The

campus investigation is independent of any civil investigation and/or proceedings. The degree of the burden of proof in campus proceedings is the “preponderance of evidence“- in contrast to “beyond a reasonable doubt” in civil criminal trials.

- F. An institutional investigation will be in progress within five (5) days of the report of sexual assault. A statement of rights and responsibilities will be provided to both the survivor and the accuser before the campus investigation begins. A three-person panel, comprised of faculty and staff members, trained for this responsibility, will conduct the institutional investigation.
- G. The rights of both the survivor and the accused will be respected during the campus investigation.
- H. Both the survivor and the accused will be allowed to have an advisor of their choice present during the investigation.
- I. A residential student who has been accused of sexual assault will be immediately removed from college housing until the investigation is complete. It is the responsibility of that student to locate alternate housing.
- J. The College reserves the right to suspend and/or remove a student from the residence halls during any or all phases of the campus investigation and subsequent procedures.
- K. Academic accommodations pertinent to the situation will be considered for both the survivor and the accused. Additional contact restrictions may be placed upon completion of the investigation.
- L. Upon concluding their investigation, the investigating committee will provide a confidential written report to the Dean of Students. The Dean will notify both parties involved of the findings and conclusions reached by the investigating committee.
- M. Sanctions appropriate to the situation up to and including expulsion will be imposed if there is a preponderance of evidence to support the claim of sexual misconduct.
- N. Both parties involved will receive notification of the disciplinary sanction(s) imposed.
- O. Campus Sex Crimes Prevention Act
 - 1. This law, enacted in October 2002, requires institutions of higher education to provide students with this information.

2. Higher Education Act of 1965: Requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.
3. Lake Erie College students are advised to visit the website of the Lake County Sheriff's Department (www.sheriffdunlap.org) where there is a link to the website of the Ohio Attorney General. (http://www.esorn.ag.state.oh.us/Secured/p21_2.aspx) It is there that this information can be obtained.
4. Family Educational Rights and Privacy Act of 1974: Clarifies that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to that institution concerning registered sex offenders.
5. The Act requires registered sex offenders to provide notice, as required under State law, to any higher education institution at which the person is a student, an employee or is present to carry on a vocation.
6. State procedures are required to ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where institutions of higher education are located and that it is entered into appropriate State records or data system.
7. A student at Lake Erie College found to be in noncompliance with this Act would be dismissed without refund.
8. Resource
 - Lake County Victim's Assistance
440-953-5823 (24 Hr. hotline)
440-350-2691

 - Lake County Crisis Hotline
440-953-8255

 - Lake Erie College Security
Holden Center Room 110
440-375-7575

 - Painesville Police Department
28 Mentor Av.
Painesville, OH. 44077
911 or 440-354-3535

 - Lake County Sherriff's Office
104 E. Erie St.
Painesville, OH. 44077
911 or 440-354-3434

STALKING

- A. Lake Erie College, in line with the Ohio Revised Code (2903.211- Menacing by Stalking), defines staking as: Engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm or mental distress; further, a person, through the use of any electronic method of remotely transferring information with purpose to urge or incite another to commit a violation as defined; no person, with a sexual motivation.
- B. Pattern of conduct is defined as two or more actions or incidents closely related in time, whether or not there has been a prior conviction.
- C. Mental distress is defined as:
 - 1. any mental illness or condition that involves some temporary substantial incapacity;
 - 2. any mental illness or condition that would normally require psychiatric treatment, psychological treatment, or other mental health services, whether or not any person requested or received psychiatric treatment, psychological treatment, or other mental health services.
- D. Examples of stalking and cyber stalking behaviors include, but are not limited to:
 - 1. Repeated, non-consensual communications including in person communication, telephone calls, voice messages, text messages, email messages, social network site postings, instant messages, posting of pictures or personal information on website, written letters, gifts, or any other communications that are undesired and/or place another person in fear
 - 2. Persistent physical approaches and/or request for dates, meetings, etc
 - 3. Threats that create fear for one's life or safety, or fear for the safety of one's family, friends, roommates or others
 - 4. Unwanted touching
 - 5. Pursuing or following another person, repeatedly showing up or waiting outside a person's home, classroom, place of employment or car
 - 6. Using surveillance or other types of observation, either in person or through the use of electronic devices or software to track or obtain private information
 - 7. Use of threatening gestures
 - 8. Trespassing or breaking into a person's care or residence
 - 9. Vandalism and/or destruction of a person's personal property
- E. Any student who believes he/she is being stalked should take the threats seriously and report it immediately to the Painesville Police, Campus Security and the Dean of Students.

- F. Anyone in immediate danger should call 911.
- G. Threats should always be taken seriously and reported to the Police and Campus Personnel.
- H. Evidence, such as emails, text messages, phone messages, notes, and letters should be kept and shared when reporting to authorities. This includes keeping a time line of contact etc.
- I. Any student of the College who has been found, after appropriate investigation, to have stalked another student is in violation of this policy and will be subject to disciplinary action up to and including expulsion.
- J. College disciplinary procedures are independent of any and all criminal procedures.

VAWA Offenses

The following criminal offences occurred.

On Campus:

	2015	2016	2017	2018
DOMESTIC VIOLENCE:	0	0	0	4
DATING VIOLENCE:	0	0	0	0
STALKING:	3	0	1	0

On Campus - Student Housing Facilities:

	2015	2016	2017	2018
DOMESTIC VIOLENCE:	0	0	0	4
DATING VIOLENCE:	0	0	0	0
STALKING:	0	0	1	0

Public Property:

	2015	2016	2017	2018
DOMESTIC VIOLENCE:	0	0	0	1
DATING VIOLENCE:	0	0	0	0
STALKING:	0	0	0	0

MISSING PERSONS

If there is reason to believe that a resident student is missing, the concern should be reported to the proper authorities immediately. In many cases, when a missing person is involved, time is of the essence. Missing person concerns should be reported to LEC Security at 440-375-7575 (or go to the Safety and Security Office) immediately, regardless of the time of day or the day of the week. Safety and Security Officers will complete an incident report and will immediately initiate an effort to locate the student. Missing persons can also be reported directly to the Painesville Police Department by calling 911 or 440-354-3535.

LEC Security will contact a member of the Student Life Office or the Registrar’s Office to collect information on the student’s recent activity on campus (such as food purchases, card access, and class attendance). LEC Security will notify the Director of Security concerning the student who has been reported missing. The Director of Security will then notify the Dean of Students, the Director of Resident Life and/or the Vice President for Enrollment Management and Student Affairs to advise that a student has been reported missing.

LEC Security will contact the Painesville Police Department, if they have not been notified already. LEC Security or Student Life may contact the person who the missing student has listed as their emergency contact person or their family, to gather information. Lake Erie College will contact the custodial parent or guardian of a missing student who is under the age of 18 and not emancipated, in a timely manner.

MISCELLANEOUS SERVICES PROVIDED BY CAMPUS SAFETY DEPARTMENT:

- A. Assistance to Disabled Motor Vehicles: Jump starts will be provided to drivers whose auto is disabled on campus.

- B. LEC Security may also provide Lock-out assistance for residential students rooms and vehicles.

- C. An escort service is available to students, guests, faculty and staff. A request may be made to the LEC Security officer on duty by calling 440-3757575. An officer will respond and accompany you to your vehicle, dorm or class.

QUESTIONS?

Additional information about safety on campus, please contact LEC Security at 440-375-7575 or the Director of Security at 440-375-7512. A Security Officer will be glad to discuss your concerns or direct you to someone who can answer your questions.

Remember **“We’re here to help!”**