

Ashland Community & Technical College
Annual Security Report 2017
For Calendar Year 2016



Ashland Community & Technical College
Annual Security Report for 2015 for Reporting Year 2014

Ashland Community & Technical College is a two-year college that has been serving the Ashland area since 1938. It is one of sixteen colleges that make up the Kentucky Community and Technical College System (KCTCS). The college has three campuses in Boyd County, Kentucky.

- College Drive Campus(CDC)
1400 College Drive – Ashland, KY 41101
- Roberts Drive Campus(RDC)
4818 Roberts Drive – Ashland, KY 41102
- Technology Drive Campus(TDC)
902 Technology Drive – Grayson, KY 41102

This report is being made in order to comply with the federal Jeanne Clery Act. This is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

This report is prepared by the Clery compliance team that includes Jim Fox (Technology Solutions), Boyd County Deputy Sheriff Rick Riffe, and John McGlone (Dean of Public Services). The team utilizes resources from college reports, daily crime logs, 911 dispatch, and through ongoing relationships with other emergency management and first responding agencies as necessary.

The Clery Act

The Crime Awareness and Campus Security Act of 1990 was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. Today, this act is referred to as The Clery Act. In 2008, the Higher Education Opportunity Act amended the Clery Act by requiring additional reporting requirements including hate crimes, campus security personnel’s relationship with local law enforcement agencies, as well as emergency notification and timely warning procedures. Current students and employees will receive this report electronically. Prospective students and employees may request a hard copy of this report from the Office of the Registrar located on the College Drive Campus in room 214 or Technology Drive Campus in room 157B by calling (606) 326-2035.

Reporting of Crimes

Visitors, students, faculty and staff are encouraged to report all crimes and emergencies by dialing 911. If you are the victim of a crime and do not want to pursue action with college's student judicial system or criminal justice system, you may still report in a confidential manner the details of the incident to the college's assigned Boyd County Deputy Sheriff, contracted security personnel, or the college's campus security authority personnel.

Campus Security Authorities are defined by the federal government as:

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

A campus police department or a campus security department of an institution.

Ashland Community & Technical College Campus Security Authorities include, but are not limited to:

| | | |
|-------------------------------------|-------------------------|--------------------------|
| President/CEO | Dean of Student Affairs | Dean of Academic Affairs |
| Dean of Business and Services | Dean of Advancement | Security Personnel |
| Dean of Institutional Effectiveness | Security Personnel | Dean of Public Services |

This list of campus security authorities is subject to modification and is not intended to be all inclusive, due to changes in functions and responsibilities of employees within the college.

The purpose of allowing confidential reporting is to ensure future safety of others, determine a pattern of crime, and possible danger to the college campus locations. Confidential reports are included in the college's annual crime statistics.

The college does not have the following:

- Pastoral counselors or professional counselors on staff;
- A campus police department, but does have contracted security and an agreement with the Boyd County Sheriff's department to assign one deputy to the college;
- Off-campus locations of officially recognized student organizations requiring the monitoring and recording of activities;
- On-campus student housing.

In the event of a campus crime or emergency, the following procedures are encouraged to be used:

1. Dial 911
2. After dialing 911, the person reporting the incident is encouraged to notify the college's assigned Boyd County Deputy Sheriff (606) 326-2483. This may be done by:
 - a. Dialing the Deputy Sheriff's number directly (606) 326-2483
 - b. Contacting the college's contracted security personnel CDC (606) 326-2176, RDC (606) 326-2256 or TDC (606) 326-2276
 - c. Contacting an employee at the college who can contact the assigned Deputy Sheriff
 - d. Email as_security@kctcs.edu

Summary of Emergency Response and Evacuation Procedures

Emergency response and evacuation procedures are published in the ACTC Crisis Management Plan which is online at

http://www.ashland.kctcs.edu/~media/Ashland/Documents/Security/ACTC_Crisis_Action_Plan.ashx

The emergency response and evacuation procedures outlined in the Crisis Management Plan are designed to aid in the protection of lives and property through effective use of available campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president may declare a state of emergency and implement these guidelines. The president serves as overall emergency director during any major emergency disaster.

Emergency Notifications

The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings. In the event that a situation arises on one of three campuses that in the judgment of the college’s Crisis Management Team, as described in the Crisis Management Plan, constitutes an ongoing or continuing threat, a college-wide or campus-wide “timely warning” or “emergency notification” will be issued.

Because of the nature of certain threats, like a string of burglaries, a timely warning will be sent to all students, faculty and staff whenever the crisis management team determines it is necessary.

In the event of an emergency in which a dangerous situation involving an immediate threat to the health or safety of students, faculty and /or staff, an emergency notification to all will be sent out immediately unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

ACTC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Methods that may be used for a timely warning may include but are not limited to and depending on the circumstances:

- College email (all current students and employees have a college email account) as_all@kctcs.edu
- SNAP Notification and Alert system that students and employees have enrolled to receive messages either by phone, text message and email. To enroll in the SNAP alert system go to http://www.kctcs.edu/Current_Students/Safety_and_Security/SNAP
- Public address system for all three campuses.
- Television monitors on CDC and TDC
- Electronic sign on CDC

Generally all notifications will go to all students and employees. If there is a very isolated threat that is likely to be taken care of in a brief period of time, the college may opt to just notify those students and employees at that particular campus.

The college has a library of approximately 150 preset messages that can be further customized to meet the particular needs of an incident.

The members of the snap or crisis management team include: the president, the president's leadership team, associate dean of information technology, school resource officer / sheriff's deputy, public relations director, human resources director, maintenance and operations director and it technical support.

TESTING OF EMERGENCY RESPONSES

Near the beginning of each semester, fire drills are conducted on each campus. This tests the college emergency notification, emergency response and evacuation procedures. The practice is to announce that the drill will be held during the particular week, but the exact day and time are not announced. The alarm system, snap notification system, emergency response and evacuation procedures are all tested during that time period.

Security and Access to Campus Facilities

The Dean of Public Services serves as the Director of Security. The director coordinates and works with the assigned Boyd County Deputy Sheriff and contracted security guard service to promote a safe and secure environment. Campus facilities are accessible for academic, training, recreational, and administrative purposes. The campuses are also accessible by the general public. Only authorized employees have keys to facilities. During non-business hours, security guards check the facilities to verify they are secure. The maintenance and operations department maintain and repair any potential safety and security hazards.

The contracted security officers on campus regularly check the entire campus for safety and security related items such as adequate lighting both indoors and outdoors, water or ice formation in walkways about campus, etc. These issues are reported to the Maintenance department for repairs when needed and noted on the security log.

Campus Law Enforcement

The college has a formal agreement with the Boyd County Sheriff to assign a Deputy to the college. The deputy patrols all three campus locations. Additionally the college has contracted

security who may ask for identification of persons on campus to determine whether individuals have lawful business with the college, issue parking tickets, and work closely with local law enforcement agencies. The contracted security personnel do not have police authority. The college enjoys an excellent working relationship with other area law enforcement agencies, but the college does not operate under a signed agreement with them.

Kentucky State Police and Ashland Police Department provide training to employees when requested by the college. These organizations along with the contracted Deputy Sheriff work together in investigating crimes on our campuses.

Security Awareness Programs

Campus safety policies and crises manual are available on the college website for easy access by students, employees, and the public. Crime awareness and campus security information is printed in the student handbook. The safety policies and crisis manual are also distributed to employees and students electronically.

Crime Prevention Programs

The college provides students with crime prevention information during new student orientation. Additionally, new students are provided with a student handbook which also addresses general safety tips such as “stay alert and tune in to your surroundings.”

The college provides many situational awareness trainings for students, faculty and staff on a regular basis. The training sessions are generally customized for each campus and class they are provided for. Examples of these trainings include: Crime Prevention, Notification, Emergency Notifications, CSAs, etc.

Employees are provided with general crime prevention techniques as well as a review of the college’s Crisis Management Plan during the college’s in-service day held prior to the start of the fall semester of each new academic year.

Alcohol and Drugs

ACTC has a drug-free policy which follows federal and state laws. Students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on campus property. Kentucky law states that it is unlawful to drink or be drunk at a public place. Our campuses are considered public property.

Any member of the student body, staff, or faculty who is in violation of this policy are subject to appropriate action up to and including suspension and/or termination.

The possession, sale or furnishing of alcohol on campus is governed by the Kentucky Community and Technical College System board of regents and is prohibited. Any violation of this policy will be forwarded to the appropriate department at the Kentucky Community and Technical College System office for review.

KCTCS and ACTC are committed to providing a healthy and safe environment for its students, faculty, and staff. The college system has defined conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct which is in violation of this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the KCTCS community and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, KCTCS and ACTC give this notice to students, faculty, and staff that it is in compliance with, and shall continue to be in compliance with the drug-free workplace act of 1999 and the drug-free schools and communities act amendment of 1989. Students, faculty, and staff are herein notified of the standards of conduct, which shall be applicable while on KCTCS/ACTC property, on KCTCS/ACTC business, and/or at KCTCS/ACTC activities.

Sexual Misconduct Policy Statements

Pursuant to policy, procedure, and practice, KCTCS is committed to providing a work and scholastic environment that is respectful, professional, and free from unlawful harassment and other forms of illegal discrimination. Individuals, including students, employees, volunteers, customers, and visitors, shall not be forced to tolerate a hostile work or scholastic environment or be subject to illegal offense(s) against a person or property motivated in whole or in part by an offender's bias against a sex, race, religion, disability, ethnic origin, sexual orientation, or any other characteristic protected by local, state, or federal employment discrimination law. All faculty, staff, and employees in all positions, as well as volunteers, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

It is the current policy of the Kentucky Community and Technical College System (KCTCS) to maintain an environment for students that is free of discrimination, sexual harassment, sexual misconduct and all forms of sexual intimidation and exploitation. Sexual harassment is an assault on a person's privacy and integrity. It can cause poor academic performance, physical illness, fear of reprisal, anxiety, and loss of self-confidence. Sexual harassment also can affect those exposed to the situation, causing conflict in the classroom, a decline in morale, and a loss of respect for the responsible party. Information concerning an allegation of sexual harassment will be handled in a confidential manner insofar as possible.

To comply with federal law and to safeguard our students and employees, KCTCS has enacted policies and procedures governing KCTCS' prohibition of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking. These policies and procedures address the legal definition of those terms, the definition of consent, safe and positive options for bystander intervention, information on risk reduction, and policies and procedures should an incident of sexual misconduct occur.

Through enforcement of policy and by education of students, employees and volunteers, KCTCS seeks to prevent, correct, and discipline behavior that violates our current and new policies. To ensure a harassment-free workplace, KCTCS mandates the following:

All employees complete applicable components of the mandatory KCTCS Harassment-Free Workplace Training program when initially hired and annually thereafter; additionally, volunteers must complete the training program when they begin their service.

All employees, students, volunteers, customers, vendors, visitors, and other individuals shall engage in proper behavior and interactions.

All supervisors, managers, and administrators shall take appropriate steps to report alleged incidents of harassment.

Upon receiving a complaint or becoming aware of suspect behavior, KCTCS officials shall take appropriate follow-up action for any alleged incidents of harassment. All students, employees and volunteers, particularly supervisors, have a responsibility for keeping our environment free of harassment. Any student, employee or volunteer who becomes aware of an incident of alleged harassment, whether by witnessing the incident or being told of it, shall report it to an immediate supervisor, the Title IX Coordinator, human resources staff, or the designated management representative with whom they feel comfortable.

When supervisors or managers become aware of alleged harassment, it is KCTCS policy that they immediately notify the college Title IX Coordinator, the college Human Resources Office, the KCTCS Human Resources Office, or KCTCS Office of Legal Services in order for the claim to be fully investigated.

Description of Primary and Ongoing Sexual Assault Awareness and Prevention Training:

In order to raise awareness around the issues of domestic violence, dating violence, stalking, and sexual assault KCTCS entered into an agreement with the nationally recognized online student wellness provider, Everfi. All KCTCS colleges implemented the online training platform during the 2014-2015 semester. The training platform was provided to students and

employees in both the Fall and Spring semesters and provided participants with the following information:

Definitions:

Dating Violence (KRS 158.070):

A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one (1) or both persons are thirteen (13) to nineteen (19) years of age; or

Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one (1) or both persons are thirteen (13) to nineteen (19) years of age.

Domestic Violence (KRS 403.715):

"Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple.

Stalking (KRS 508.130):

To "stalk" means to engage in an intentional course of conduct: (a) Directed at a specific person or persons; (b) Which seriously alarms, annoys, intimidates, or harasses the person or persons; and (c) Which serves no legitimate purpose.

The course of conduct shall be that which would cause a reasonable person to suffer substantial mental distress

Sexual Assault (KRS 510.110):

He or she subjects another person to sexual contact by forcible compulsion; or

He or she subjects another person to sexual contact who is incapable of consent because he or she:

Is physically helpless;

Is less than twelve (12) years old; or

Is mentally incapacitated; or

Being twenty-one (21) years old or more, he or she:

Subjects another person who is less than sixteen (16) years old to sexual contact;

Engages in masturbation in the presence of another person who is less than sixteen (16) years old and knows or has reason to know the other person is present; or

Engages in masturbation while using the Internet, telephone, or other electronic communication device while communicating with a minor who the person knows is less than sixteen (16) years old, and the minor can see or hear the person masturbate; or

Lack of Consent (KRS 510.020):

Lack of consent results from:

(a) Forcible compulsion;

(b) Incapacity to consent; or

(c) If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

A person is deemed incapable of consent when he or she is:

(a) Less than sixteen (16) years old;

(b) An individual with an intellectual disability or an individual that suffers from a mental illness;

(c) Mentally incapacitated;

(d) Physically helpless; or

(e) Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.

Safe and Positive Options for Bystander Intervention:

Information on safe and positive options for bystander intervention was presented through the lens of social norms and dispelled the myth that most students wouldn't act if they saw a situation that was potential leading up to a sexual misconduct assault. Options for bystander intervention included direct intervention, distraction, and delegation.

Information on Risk Reduction:

Everfi's platform delivers risk reduction information without using language consistent with victim blaming. It encourages students to look out for one another and stand up and speak out when they see an abusive situation occurring. The program also provides a variety of tips to keep students mindful of their surroundings when at social events.

Reporting Procedures for Sexual Misconduct:

Importance of preserving evidence

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved. This evidence may also assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university hearing boards/investigators or police.

How and to whom

KCTCS strongly encourages all individuals to report incidents of harassment, sexual assault, domestic violence, dating violence, and stalking to their college's Title IX Coordinator and/or local police. Reports can be made to the Title IX Coordinator by phone, email, or in person. Reports can also be made anonymously through Ethics Point.

When an individual files a report of sexual misconduct to a Title IX Coordinator the complainant and respondent will be provided a written explanation outlining the following:

Existing counseling, health, mental health, victim advocacy, legal assistance, financial aid, and other services available both within the institution and in the community,

Notification to victims about options for, available assistance in, and how to request changes in academic, transportation, working situations or protective measures. These accommodations are available to complainants even if they choose not to pursue disciplinary actions.

An explanation of the procedures in the disciplinary action process,

An explanation of the student or employee's rights and options.

Options about the involvement of law enforcement

All individuals who make a report of sexual misconduct to their college's Title IX Coordinator holds the right to decide whether to file a report with local law enforcement. They may choose to notify local police independently, request assistance from the college to file a police report, or decline to notify such authorities. While KCTCS ultimately respects the rights of the complainant's decision to involve local police authorities there may be some circumstances that pose an on-going threat to the health and safety of the campus community that may warrant a police investigation. In these rare cases, a complainant still maintains the right to decide whether or not to cooperate with those authorities.

Rights of Victim's – Institutional Responsibilities for EPOs

It is the responsibility of students, faculty and staff with emergency protective orders to bring this to the attention of college administrators. When this occurs, the college will attempt to assist in maintaining this protective order by calling local authorities should an individual violate this order. If an individual is violating an emergency protective order on a KCTCS campus, we encourage the EPO holder to notify police and/or campus security immediately

Confidentiality

KCTCS seeks to respect requests for confidentiality in its response to incidents of discrimination, harassment, and retaliation. However, it may be necessary to reveal certain personally identifying information to investigate and address complaints effectively. In such cases, the college takes steps to ensure that information is only shared as necessary, on a need-to-know basis, to resolve the underlying allegations.

College employees, including faculty, administrators, staff, and student employees, must report to the Title IX Coordinator any incidents of possible sexual harassment, sex discrimination, or retaliation on campus of which they are aware.

Disciplinary Proceedings

Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of DVDVSAS

Initial Assessment

The initial steps for resolution of a complaint are the same whether the Respondent is a student, employee, or guest. Employee and guest Respondents will be processed in accordance with KCTCS employment policies and procedures. Student Respondents will be processed in accordance with the KCTCS Student Code of Conduct and student policies and the Hearing Procedures for Student Respondents

In every report of sexual harassment or misconduct, KCTCS will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

After consideration of these factors, KCTCS may choose to pursue an informal resolution, which may include a remedies-based approach (reserved for less egregious violations). If the violation warrants, the SO Title IX Committee will refer the matter for investigation. The initial assessment may take one to three business days.

Investigation

When the Initial Title IX Assessment concludes that an investigation is required, KCTCS will designate an investigator(s) from System Office with specific training and experience investigating allegations of sexual harassment and sexual misconduct. KCTCS may use a team of two investigators, which may include the College Human Resources Director with a System Office investigator, or two System Office investigators.

The investigation will be a fair and reliable fact-gathering process. The investigation will be conducted thoroughly, impartially, and fairly. The investigation will be respectful of individual privacy concerns, but must be performed in a manner that will ensure KCTCS's compliance with all state and federal laws, including provision of due process to the Respondent.

KCTCS will seek to complete the investigation within 20 (twenty) business days of receiving the complaint. This time frame may be extended depending on the circumstances of each case. At the conclusion of the investigation, the investigators will forward the report to the System Office Title IX Committee for review and evaluation.

Formal Resolution

When an investigation demonstrates that sufficient evidence exists that a violation of policy and procedure has occurred, Respondents will be subject to disciplinary action based on their relationship to KCTCS.

For a student Respondent, disciplinary action may be taken by the student's home college following a finding of responsibility by the Responsibility Assessment Committee. (See Appendix B)

For an employee Respondent, disciplinary action may be taken by the supervisor in accordance with employment policies and procedures.

For a guest Respondent, KCTCS will take the necessary action to ensure the policy violation does not recur and, if appropriate, involve local law enforcement.

Informal Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, KCTCS will take immediate action to protect the rights of the Complainant and remediate and correct the policy violations leading to the complaint.

Timeframe

KCTCS seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

Prompt, Fair, and Impartial Process

KCTCS seeks to resolve all cases of sexual misconduct in a manner that is prompt, fair, and impartial by ensuring the following rights and options are reserved for both the complainant and the respondent:

The complainant and respondent will be provided the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. While this choice is available, KCTCS will not allow the advisor to address the investigators or the hearing board at any point during this process. The advisor is only available for emotional support and guidance.

Both parties will receive simultaneous notification of the result of the disciplinary proceedings, procedures to appeal the results of a disciplinary proceeding, any chance to that result, and when the result becomes final.

The investigations and disciplinary proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking.

Sanctions for Policy Violation for Students: Students found responsible for policy violations can result in the following sanctions:

1. Reprimand: Official written or oral statement to the student that he or she is guilty of violating a college regulation. A reprimand warns that any further such actions may result in a more severe sanction.
2. Restitution: Compensation to the college for damages to college property.
3. Social Probation: Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.
4. College/Community Service: Service to the college or community of up to 16 hours be served within a specified time frame.
5. Educational Sanction: An educational sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.
6. Counseling: Student may be referred to counseling evaluation on appointment by Counseling Services.
7. Eviction: Forced removal from a classroom or other college property.
8. College Probation: Status that carries a severe warning that any further violation of college regulations that may result in the student going before the College Appeals Board for consideration of suspension or expulsion. This may include restrictions of privileges for a specified period of time.

9. Suspension: Forced withdrawal from the college for a specified period of time or until stated conditions have been met as determined by the College Appeals Board. College will place the Student Dean Hold service indicator for no future enrollments at the Home College or other KCTCS college during the specified period of time or until stated conditions had been met.

10. Immediate Suspension: A student may be suspended immediately when:

- a. In the judgment of the chief executive officer (upon consultation with the chief student affair's officer), the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible resolution.
- b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the chief executive officer (upon consultation with the chief student affair's officer).
- c. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing.

When a student is placed on immediate suspension, a disciplinary hearing will be held at the earliest reasonable time (see Student Code of Conduct Section 3.6.).

11. Expulsion: Permanent, forced withdrawal from the college as determined by the College Appeals Board.

Accommodations/Protections: Students and employees who file claims of harassment have a variety of accommodations and/or protective remedies available to them. One or more of the following may apply to the situation:

referral to counseling services and other resources

- rescheduling of exams or assignments (in conjunction with appropriate faculty)
- no-contact letter
- temporary class schedule reassignment
- provision of an escort on campus property
- temporary work reassignment

One or more of the following protective remedies may be enacted for the respondent:

- administrative leave during the investigation and resolution
- immediate temporary suspension from the college during the investigation and hearing process
- interim volunteer duty reassignment
- suspension of volunteer duty during the investigation; report of the matter to local law enforcement in the jurisdiction in which the college is located
- ban from college location(s)

limited access to college facilities or organizations pending resolution of the report

- report of the matter to local law enforcement in the jurisdiction in which the college is located

KCTCS further reserves the right to apply any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

Complainants and respondents will be provided a copy of the KCTCS policy and procedure containing available resources and detailing the applicable resources, rights, and responsibilities involved in the complaint, investigation and adjudication process.

Sex Offender Notification

In compliance with the federal Campus Sex Crimes Prevention Act of 2000, KCTCS, through the Kentucky State Police, makes information available to the campus community concerning registered sex offenders who may be employees or students at ACTC.

The Kentucky State Police provides sex crime offender registration information to the public through the Sex Offender Registry web site <http://www.kentuckystatepolice.org/sor.htm>. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the Title IX coordinator.

According to the Kentucky State Police, this website is for public safety and awareness. Pursuant to KRS 525.070 and 525.080, use of information from this website to harass a sex offender is a criminal offense punishable by up to 90 days in the county jail. More severe penalties apply for more severe crimes committed against a sex offender.

Campus Crime Statistics

Below are the campus crime statistics as reported in the Westat database in compliance with the Jean Clery Act.

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

Technology Drive Campus

| Crime Category | 2014 | 2015 | 2016 |
|-----------------------------------|-------------|-------------|-------------|
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug law Violations | 2 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 |

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

College Drive Campus

| Crime Category | 2014 | 2015 | 2016 |
|-----------------------------------|-------------|-------------|-------------|
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 1 |
| Robbery | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Domestic Violence | 1 | 1 | 0 |
| Dating Violence | 0 | 1 | 0 |
| Stalking | 0 | 0 | 0 |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug law Violations | 0 | 2 | 0 |
| Liquor Law Violations | 0 | 0 | 0 |

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

Roberts Drive Campus

| Crime Category | 2014 | 2015 | 2016 |
|-----------------------------------|-------------|-------------|-------------|
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug law Violations | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 |

The college uses as a reference guide The Handbook for Campus Safety and Security Reporting prepared for the U.S. Department of Education Office of Postsecondary Education by Westat.