

# Eastern Gateway Community College



## 2023 Annual Security Report

### Statistics for 2022, 2021 and 2020

This information is provided in compliance with the Clery Act.

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## Annual Security Report

Eastern Gateway Community College's 2023 Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act (otherwise known as the Clery Act).

The annual security report is made available yearly in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Students, staff, and faculty are notified via e-mail of the availability of the report. Prospective students may request a copy of the report from Admissions. Prospective employees may request a copy of the report from Human Resources.

This report is prepared annually by campus security in cooperation with the Senior Vice President and Chief Operations Officer and local law enforcement authorities. This process is overseen by the College's Senior Vice President and Chief Operations Officer. The purpose of this report is to provide accurate crime statistics to the campus community. These statistics are collected from crime reports made to any College Official, local authorities, and campus security. The College provides each student, faculty, and staff member with the web site to access this report annually. The web site is <http://egcc.edu/campus-security/>

Eastern Gateway Community College has a vested interest in the personal safety of the campus community as well as the security of its campus. This document serves as a resource to provide the campus community with the pertinent information related to the security of the College, policy statements regarding security related matters, crime statistics reported from the last three years as well as other critical information aimed at providing staff, faculty, students, and visitors with a guide for safe practices both on and off campus.

All institutions which receive federal aid, including those which distribute federal aid to students, i.e. Pell Grants, Guaranteed Student Loans, Work-Study, etc. are required, effective 9/1/92, to inform students regarding the occurrence of certain crimes on campus. The following information totals for the last three calendar years is provided to meet this federal requirement.

The annual report contains information related to security policies, crime statistics, educational programs, and efforts in order to comply with the Clery Act.

The following information is based upon information reported to campus authorities or local police agencies and is defined according to the Uniform Crime Reporting System of the Department of Justice, Federal Bureau of Investigation and the modifications in such definition as implemented pursuant to the Hate Crime Statistics Act.

# EASTERN GATEWAY COMMUNITY COLLEGE CRIME STATISTICS

## Crime Statistics for 2022, 2021 and 2020

	Steubenville Campus						Youngstown Campus					
Criminal Offenses	On-Campus			Public Property			On-Campus			Public Property		
Classification	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder												
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On-Campus			Public Property			On-Campus			Public Property		
Classification	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Domestic Violence	0	0	0	0	0	0	0	0	1	0	0	0
Dating Violence	1	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	1	0	0	0	0	0	0	0	0	0
Arrests and Referrals	On-Campus			Public Property			On-Campus			Public Property		
Classification	2022	2021	2020	2022	2021	2020	2022	2010	2020	2022	2021	2020
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drub Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On-Campus			Public Property			On-Campus			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020

Reported	0	0	0	0	0	0	0	0	0	0	0	0
Breakdown	2022 No Hate Crimes Reported											
	2021 No Hate Crimes Reported											
	2020 No Hate Crimes Reported											

Unfounded Crimes: There were no reported crimes in 2020, 2021 or 2022 that were later determined to be “unfounded.”

Eastern Gateway Community College does not have any campus residences.

Daily crime logs are also available from the Campus Security Office.

### Crime Definitions

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

**Negligent Manslaughter** – The killing of another person through gross negligence.

#### Sex Offenses:

- a. **Rape** is 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. This offense includes the rape of both males and females.
- b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**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 or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.

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

**Hate Crime** – A criminal offense that manifests evidence that a victim was intentionally selected because the perpetrator’s bias against the victim. For Clery Act reporting purposes, the possible categories of bias are: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability. Also, for Clery Act reporting purposes, the following crimes can be hate crimes:

- **Murder and Non-Negligent Manslaughter; Rape; Fondling; Incest; Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson.**
- **Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **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 actual physical attack.
- **Destruction/Damage/Vandalism of Property** – 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.

**Domestic Violence** – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner; 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; 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 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. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. For purposes of this definition:

- **Dating violence** includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- **Dating violence** does not include acts covered under the definition of domestic violence.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person’s safety or the safety of others; or (B) suffer substantial emotional distress.

**Liquor Law Violations** – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations** – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapon Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

## CAMPUS SECURITY

The federal government, through public law 102-26, and amendments thereto, requires all recipients of federal Title III aid to formulate and publish policies and statistics regarding campus security. The following is in compliance with the regulations of the act effective July 1, 1997, amended in 1998, and any amendments, thereafter, including the addition of the Clery Act. The College’s annual security report is published on the College’s website at <https://egcc.edu/campus-security>.

1. All incidents of theft, vandalism, sexual harassment, or assault, domestic or dating violence, stalking, or other criminal activity or accidents shall be reported immediately, by the victim or anyone witnessing the acts or the aftermath, to the Director of Security and Safety at (740) 264-5596, or any College security officer. Provide complete details of the incident. As appropriate, the College will summon police, emergency personnel, or victim advocates to campus to assist in responding to incidents reported. In cases of criminal activity, the victim will be encouraged to file a report and/or charges with local law enforcement. The College may elect to file a report and/or charges regarding any infraction of the law on property owned, operated, or contiguous with the College.

2. The College has declared no part of its campus or grounds a public place. The only persons permitted on College property are those with legitimate need to be on campus related to the mission and goals of the College such as taking part in classes or activities sponsored by the College, attending activities sponsored by outside organizations approved through the College’s Facilities Use Policy 9-02, visitors touring the College as part of the admissions process, vendors doing business with the College and similar are generally permitted on campus until 10 p.m.

The College reserves the right to question individuals on College property regarding their identity and reason for being at the College and request or order the individual(s) to leave College property if the reason for being on campus is not directly or indirectly related to the College’s mission and goals and as

defined in this catalog as interpreted by the College administration. As appropriate, the College will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.

3. All Eastern Gateway Community College students are expected to abide by local, state, and federal laws whether on campus or at an off-campus activity, clinical, etc. conducted by the College or in association with the College.

4. The College will not tolerate the abuse of prescription drugs, use of illicit drugs or alcohol on property owned or operated by the College or during College sponsored off campus activities. Please refer to the Drug and Alcohol Use Program contained in the Catalog.

5. The College will not tolerate sexual offenses committed on campus sites or any off-campus, College-sponsored activity. Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested. To assist a student in avoiding being the victim of such offenses, the College makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the College's counseling staff.

6. Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased, as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the College on or after August 12, 2009.

7. The College will not tolerate any student and/or employee engaging in sexual activities on property owned or under the control of the College. Such activities shall include, but not be limited to, excessive displays of public affection, intimate touching, contact with the genitals of another, and sexual intercourse. Such actions, even when consensual, may result in criminal and/or campus- based penalties.

8. Any questions or comments regarding the College's policies and procedures related to campus crime and security should be directed to the Director of Security and Safety, Senior Vice President and Chief Operations Officer or Vice President of Human Resources and Organizational Effectiveness.

### **Campus Security Authority**

Eastern Gateway Community College security officers are employees of the College. Uniformed security officers are present and patrol the campus during business hours, monitoring campus safety, locking buildings and doors and securing parking lots. These officers, while trained, are not sworn peace officers and have no arrest powers. Criminal offenses are reported to the local police depending on the nature and seriousness of the offense, and joint investigative efforts are deployed to handle these incidents. The College expects that all students, faculty, staff, and visitors cooperate with campus security, law enforcement and College officials in regard to safety and security issues. Students, faculty, staff, and



visitors are required to present student or employee ID or proper identification upon request. The Steubenville campus security office is located in the Gator Center, room 2013, and the Youngstown campus security office is in the main hallway in Thomas Humphries Hall.

### **Working Relationship between Local Authorities and Campus Security**

Campus Security at Eastern Gateway Community College maintains a close working relationship with the Steubenville Police Department and the Youngstown Police Department. There is no written memorandum of understanding between campus security and the Steubenville or Youngstown Police Departments. The jurisdiction of campus security is limited to the College's owned property. However, the College falls under the jurisdiction of the Steubenville Police Department and the Youngstown Police Departments. When situations warrant the response of Steubenville or Youngstown Police, the respective Police Departments are contacted and respond to various needs. Steubenville Police Department randomly patrols the campus from time to time. The Youngstown Police Department also randomly patrols campus and the parking garage from time to time.

### **Reporting a Crime**

#### **Reporting a Crime in an Emergency**

An emergency is any situation where there is risk to human life and/or personal safety, or when a crime is in progress. In the event of an emergency on campus, emergency services are available by calling campus security at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown. Law enforcement, fire protection and emergency medical services can be contacted by dialing 911.

Crimes should be reported immediately by the victim or those witnessing said incident to the Security Officer on Duty or the Director of Security and Safety. Complete details of the incident should be provided. Incident report forms are located in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall. If someone is in immediate danger you are encouraged to call 911, then notify campus security.

#### **Reporting a Crime in a Non-Emergency**

Anyone who has been a victim of a crime or witnessed a crime is strongly encouraged to report the incident to the Security Officer on Duty, the Director of Security and Safety or a Campus Security Authority. Campus security will offer assistance in contacting local authorities and will cooperate with any criminal investigation that may result.

For non-emergency situations, students and employees should call campus security at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown. Crimes should be reported immediately by the victim or those witnessing said incident to the Security Officer on Duty or the Director of Security and Safety. Complete details of the incident should be provided. Incident report forms are located in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall.

## Local Law Enforcement

### Steubenville Campus

<b>Emergency</b>	911
<b>Steubenville Police</b>	740-282-5353
<b>Jefferson County Sheriff</b>	740-283-8600

### Youngstown Campus

<b>Emergency</b>	911
<b>Youngstown Police</b>	330-742-8900
<b>Mahoning County Sheriff</b>	330-259-1731

## Persons Whom to Report Crime

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Security Officer on Duty, the Director of Security and Safety or to Senior Vice President and Chief Operations Officer.

Security Officer on Duty – Steubenville	740-264-5596
Security Officer on Duty – Youngstown	330-506-9189
Director of Security and Safety	740-996-3633
Senior Vice President and Chief Operations Officer	800-682-6553 X1111

## Accurate and Prompt Reporting of Crime

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Security Officer on Duty, the Director of Security and Safety or a College Security Authority in a timely fashion and to local law enforcement. The reporting person is asked to fill out an incident report. These incident reports are available in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall.

## Voluntary Confidential Reporting

Confidential reports of crimes may be made to the Director of Security and Safety for inclusion in the Annual Crime Report. Eastern Gateway Community College reserves the right to investigate any crime reported to College personnel.

## Counselors and Confidential Crime Reporting

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services <https://egcc.edu/students/student-support-services/counseling-service>

Currently, the College does not have a written policy that encourages pastoral and professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Eastern Gateway Community College's Response to a Report of Crime

College officials will investigate reports of alleged crimes in a timely manner. In some cases, the College may request the assistance of local law enforcement officials in the investigation. Victims of a crime who

do not want to pursue action within the College system or criminal justice system may make a confidential report with the Director of Security and Safety.

The College encourages the reporting of all criminal activity occurring on campus to the security staff and/or local police. The College cooperates fully with any police investigations and will bring charges against perpetrators as appropriate. In addition to or separate from any legal penalties which criminal activity may engender, the College can impose campus-based penalties including but not limited to fines, probation, suspension, or expulsion from the College according to the procedures outlined in the Student Code of Conduct and Student Grievance Procedures section of the Course Catalog.

When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally, and the investigation will be the responsibility of the Director of Security and Safety.

Internal judicial or disciplinary measures by the College are not intended to replace or interfere with action in the criminal justice system. Victims of crime retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the College may pursue its own internal disciplinary measures independent of whether or not criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system.

#### **Security Policies Access to Campus Buildings**

Access to campus buildings is restricted to students, faculty, staff and their invited guests and those persons on official business. Other visitors should register with campus officials upon arrival.

College property is reserved for activities related to the mission and goals of the College such as taking part in classes or activities sponsored by the College, attending activities sponsored by outside organizations approved through policy 9-02 Facilities Use, visitors touring the College as part of the admissions process, vendors doing business with the College and similar purposes. No one other than employees are generally permitted on campus after 10 p.m. The College reserves the right to question individuals on College property regarding their identity and reason for being at the College and request or order the individual(s) to leave College property if the reason for being on campus is not directly or indirectly related to the College's mission and goals and as defined in this catalog as interpreted by the College administration. As appropriate, the College will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.

Campus buildings have various hours of operation depending upon scheduled classes and activities within the building. Outside doors to campus buildings are locked each night once scheduled activity in the building has ended and they are opened again in the morning in time for the first activity. The Steubenville Campus, the quadrants of the Youngstown Campus and the Health and Workforce Building have electronic access control and video surveillance. All students, employees and visitors are prohibited from propping open doors to any building.

### Emergency Call Boxes/Surveillance

Emergency call boxes are located strategically throughout the hallways of the Steubenville Campus. These boxes are designed to call security. The call boxes are designed to automatically direct security to the location of the box being used. If the box is accidentally activated, those responding should be informed that there is not an emergency. The Steubenville Campus and Youngstown Campus are equipped with video surveillance of key areas of the facility and are monitored by security.

### Security Considerations used in maintaining Campus Facilities

The Maintenance Department has employees that work throughout every area of the campus. It is our policy and practice that as they perform their duties; attention is always to be given to anything that seems unusual, in a disturbed condition or out of place. During their daily activities they are also alert for issues with access control, door operation, lighting, and other security vulnerabilities. This also takes into consideration, observations of personnel that they encounter throughout campus. If any unusual conditions are observed, the employee is to first determine if there is an apparent reason for the condition. If not, the condition is reported to their direct supervisor for follow-up. The follow-up may include a contact to be made to campus security for informational purposes or action as deemed appropriate.

### Lockers

Lockers are available on the Steubenville Campus and are issued free of charge by campus security on a first come, first served basis. It is the student's responsibility to either renew with campus security or clean out the locker by the end of each term. Lockers that have not been renewed will be opened and the contents will be disposed of at the end of the term. No personal locks may be used on the lockers. Eastern Gateway Community College retains the right to access and inspect the lockers at any time.

### Student and Employee IDs

All in-seat students and campus-based employees will be provided an Eastern Gateway Community College photo ID at the beginning of the semester. On-line students and distance learning adjuncts will not be issued an Eastern Gateway Community College photo ID. IDs are issued for the Steubenville campus at the Gator Center information counter and for the Youngstown campus at the Student Services Center at times posted at all sites at the beginning of each semester. Students are required to carry their College ID at all times that they are on College property or engaging in College activities. Employees are required to display their College ID at all times when they are on College property or engaging in College activities. IDs must be presented upon request of security, College administration, or College employees (as reasonable and necessary) to verify the person's status and authorization to occupy certain areas of the College. Photo IDs are an integral part of the College's safety and security program as well as its Identity Protection Program. A five dollar (\$5.00) fee will be assessed to replace a lost or stolen ID. Lost or stolen IDs must be immediately reported to the security office at the student's or employee's site.

### Lost and Found

Lost and found items are to be turned in to security at College sites. Individuals who have lost items should check with the security office or officer(s) periodically to determine if the missing item has been

found. Lost and found items are logged in with security. Items that have been turned in to security will be kept for at least thirty (30) days. After thirty (30) days, the item may be disposed of.

### **Escort Service**

Students may request a security guard to escort them from a campus parking lot or building to another parking lot or building. Students should contact campus security at 740-264-5596 for Steubenville and 330-506- 9189 for Youngstown to request a security escort.

### **Pets**

Students are not permitted to have pets in campus buildings. Any pet brought to campus must be on a leash at all times. Stray animals should be reported to security immediately.

### **Weapons**

SENATE BILL 199 CONCEALED CARRY LAW. The Ohio Legislature passed Senate Bill 199 resulting in a change to the Ohio Concealed Carry Law; and

Senate Bill 199 allows individuals who have been duly licensed to carry a concealed weapon to now bring such weapon on to the property of public institution and keep such weapon and ammunition locked in the individual's private vehicle; and

Senate Bill 199 allows Colleges to decide if concealed carry weapons will be permitted anywhere other than those locked in private vehicles by duly authorized individuals; and

The changes contained in Senate Bill 199 became effective March 21, 2017.

The Board of Trustees prohibit the presence of weapons, even those in the possession of duly authorized concealed handgun licenses (CHL), except as specifically required by Senate Bill 199.

### **Security Awareness Programs**

Security procedures and practices are published annually in the course catalog and are available to all students, staff, and faculty. Security procedures and practices are available on the Eastern Gateway Community College website at <http://egcc.edu/campus-security/>. All students and employees are encouraged to be responsible for their own safety and the safety of others.

### **Safety Tips**

- In public places keep your valuable items out of sight or in a safe place. If you must leave an area for any length of time, take valuable items with you.
- Report all thefts no matter how small. Each theft that is reported is a clue to investigators and may be useful in apprehending those responsible for a series of thefts.
- Report any suspicious activity, theft, or vandalism immediately. Report any unlocked doors that should be locked or other irregularities.
- Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment, or room of someone you do not know well.

Instead, arrange to meet in a public place where there are other people or arrange to be accompanied by friends.

- When approaching your vehicle carry your keys so you can enter quickly. Always check your rear seat for intruders.
- Lock your doors and keep windows rolled up.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.

### **Crime Prevention Programs**

The College library contains books, periodicals, and other printed material which students are encouraged to consult for information about alcohol and illicit drug use, alcoholism and addiction, health risks associated with alcohol or drug use, and legal sanctions for violations of laws regarding alcohol and drug use. To assist a student in avoiding being the victim of sex related offenses, the College makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the College's counseling staff. <https://egcc.edu/students/student-support-services/counseling-service/>

### **Criminal Activity Off Campus**

Eastern Gateway Community College has no officially recognized off-campus organizations or property. Eastern Gateway Community College does not monitor off-campus activity. Off campus activity is the responsibility of local law enforcement authorities.

### **Timely Warning/Emergency Notification Policy**

If a situation arises that in the judgment of the Senior Vice President and Chief Operations Officer or designee constitutes an imminent ongoing or continuing threat, a timely warning/emergency notification will be issued. In order to confirm the emergency, the Senior Vice President and Chief Operations Officer or designee will consult with appropriate local emergency response authorities, government emergency managers and other officials in the local community, as necessary, to confirm the emergency.

Upon confirmation, the Senior Vice President and Chief Operations Officer or designee will determine who should be notified and will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the Emergency Notification System (ENS), 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.

This notification will be sent using voice message on cell phone or land line, text message, and/or email messages. All students, staff and faculty are urged to subscribe to the Emergency Notification System (ENS) to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to the Emergency Notification System (ENS) can be found in the Employee Portal and Student Portal under Emergency Notification System (ENS). When receiving a call from the Emergency Notification System (ENS) an unknown phone number may appear.

Once a timely warning/emergency notification is issued the campus community is urged to check for emergency alerts and updates as additional information is obtained. Follow up messages will be sent out as updates become available.

If necessary, the Senior Vice President and Chief Operations Officer or designee will disseminate information concerning the emergency to local authorities and local media in order that the larger community outside the campus will be aware of the emergency.

### **Emergency Response and Evacuation Procedure Testing**

The College tests the emergency response and evacuation procedures annually by scheduling a tabletop and/or initiating an announced or unannounced functional or full-scale exercise. Emergency Response and Evacuation procedures are provided to all employees and will be emailed to the campus community prior to the annual test. Testing is designed for the assessment of emergency plans and capabilities. Results of tests will be reviewed, and plans will be updated as needed. Testing of the annual plan will be documented with a description of the exercise, the date the test was held, the starting and ending time, and if the test was announced or unannounced.

### **LOCKDOWN AND EVACUATION**

The Lockdown and Evacuation Plan provides guidance on how to remain as safe as possible in the event of an emergency.

In the event of an emergency or dangerous situation involving an immediate threat to the campus community it is the responsibility of the President of the College or designee to evaluate the scope of the emergency and the response. These emergencies include a wide range of threats. All emergency operations shall be coordinated by the Emergency Coordinator or designee. Together with the Emergency Response Team (ERT), he/she will determine notification, the content of the notification and will utilize the College's ENS to communicate with the campus community. This notification will, without delay, be sent to all campus phones, campus email addresses and enrolled cell phones or home phones. Notification will be sent unless it is determined by the responsible campus authorities that such a notice will compromise efforts to manage the emergency or rescue a victim.

Members of the Emergency Response Team will notify the broader community when appropriate. The Emergency Response Team will maintain a banner on the College website to provide updated information as it becomes available.

When instructed by the Emergency Coordinator or designee to initiate a "Lockdown" or "Evacuation" of the campus or specific building(s), the following procedures are to be implemented. The College will test the lockdown and/or evacuation procedures annually through a tabletop exercise and/or initiating a drill.

### **Lockdown Definitions**

One of the instructions you may be given in an emergency situation is to "Lockdown" due to an imminent or developing emergency situation. Seeking shelter (going inside) or sheltering in place (staying inside) means to immediately move to the nearest building and wait further instruction. Lockdown is used when there is not time to evacuate or when conditions may warrant it unsafe to do

so. If you are asked to “Lockdown”, move to an ideal location when possible (interior room without windows). Avoid doors and windows and limit movement and noise.

#### **Incidents where a Lockdown may be potentially the best option:**

- Severe weather (lightning, tornado, high winds)
- Active shooter/assailant
- Demonstration
- Hostage situation

#### **Guidelines for Lockdown**

**Upon receiving a message to Lockdown, remain calm and immediately assess your surroundings.**

**Action must swift and immediate:**

- Remain calm.
- Do not move to another building by foot or by vehicle.
- Identify ideal space for sheltering by selecting an interior room with the fewest windows or vents.

#### **In severe weather conditions, choose a location on the lowest floor possible.**

- Do not shelter in open areas such as hallways or corridors.
- Close and lock all windows, exterior doors, and any other openings to the outside, where possible.
- Barricade the doors.
- Turn off lights.
- Keep yourself out of sight and take adequate cover/protection.
- Remain silent. Silence cell phones.
- Assist physically disabled individual if possible.
- After getting to a safe location and without jeopardizing your safety, attempt to obtain additional clarifying information (e.g. EGCC’s Homepage, TV, radio, email, etc.).  
Call 911 if possible.
- When in "Lockdown" avoid leaving the building until an all clear has been provided by authorized Fire, Police, or security personnel. The "All Clear" will also be communicated through the Emergency Notification System (ENS).

For more information on emergency preparedness, consider the following website: U.S. Department of Homeland Security at [www.ready.gov](http://www.ready.gov)

#### **Evacuation Definition**

Evacuation means to immediately vacate the identified location. This requires one to exit a building or area and in some instances the campus. Depending on the situation, evacuation may mean moving offsite but within the vicinity of the campus (such as the opposite side of the street) or moving to a remote location not immediately contiguous to the campus (such as a neighboring facility).

#### **Incidents where an evacuation may be potentially the best option:**

- Severe weather (e.g., flooding, loss of power supply)
- Natural Gas Leak
- Fire



- Explosion
- Chemical spill
- Loss of utilities/power failure
- Bomb threat
- Airborne biological/environmental contaminants

### Guidelines for Evacuation

- Remain calm.
- Evacuation must be immediate and orderly moving to an approved Emergency Assembly Area (EAA) if appropriate. Remain in the Emergency Assembly Area (EAA) until roll is taken and instructions are given.
- Do not use elevators; exit by way of accessible stairwells.
- Stay away from the immediate area near the building you evacuated.
- Close doors as rooms are vacated.
- Keep to the right side of corridors and stairwells as you exit.
- Do not reenter the building until authorized Fire, Police, or security personnel provides the “All Clear” instruction.
- When safe to do so, assist people with special needs during an evacuation.

### Incident Notification

It is not always possible to immediately reach everyone with a single message. EGCC has a multi-layered approach to help maximize the number of contacts reached in the event of an emergency. The following outlines the communication layers within the College Emergency Notification Plan:

- Verbal Notification by Notification Phone Fan-Out
- A Mass communication will be sent to all people enrolled in the ENS:
  - o Building Owners should receive the mass notification and begin their internal notification procedures.
  - o When Building Owners receive an Emergency Notification they will communicate with others in the building or go to offices or rooms in person to advise of specific instructions. An Emergency Voice Mail message will be sent to College faculty, staff and students.
- An Emergency Notification Banner will be posted on the EGCC’s Home Page with information on the emergency.
- EGCC’s Designated Public Relations Group will work with the news media, providing updates as appropriate.

### Training Requirements

Annually, the Emergency Response Team, Security Department, and Maintenance shall participate in training on the EGCC’s Lockdown and Evacuation procedures. The distribution of EGCC’s Emergency Response Plan must coincide with the annual training. Once training has been completed, the plan will be tested annually, to be followed by a debrief of the test.

### Emergency Response and Evacuation Policy

For the safety of all persons using the College’s facilities, emergency alarm and building evacuation procedures are detailed below. All students, staff and faculty should read and become familiar with these procedures for their sites.

## Emergency Alarms and Building Evacuations

As required by 34 CFR 668.46 (g), Eastern Gateway Community College has established policies related to emergency response and evacuation procedures in the event of fire or other building evacuation emergencies, as well as tornado alert protocols.

All students are strongly encouraged to register with the College's Emergency Notification System. Students will receive important emergency information via the Emergency Notification System (ENS), including emergency situations in the buildings, weather alerts, and weather or other closings. Students should register to receive the alerts on their cell phone, land line, and e-mail to ensure that they have the most up to date information.

For the safety of all persons using the College's facilities, emergency alarm and building evacuation procedures are detailed below. All students, staff and faculty should read and become familiar with these procedures for their sites.

### Reporting Fire or Other Emergencies. and Building Evacuation Procedures

1. Any person seeing a fire or heavy smoke during day hours should pull the closest fire alarm box located throughout the buildings. The person should then seek the closest Eastern Gateway employee to report his/her name and the location of the fire. Any other emergency where the safety of persons in the building(s) is in immediate jeopardy also should be handled in the manner above.
2. If no fire or heavy smoke is observed but smoke is smelled or seen, the person noticing the smoke should not pull the alarm box. The person should inform the closest Eastern Gateway employee of the situation. Any other emergency which may require the evacuation of the building(s) should be reported in this manner. If there is any doubt regarding the potential seriousness of the emergency, the procedures outlined in No. 1 should be followed.
3. The bell chime/flashing lights are the signal that the building is to be evacuated because of fire or other emergency.
4. When this signal is heard or seen all students, College employees and visitors should proceed in an orderly manner to the closest exit. All outside exits are marked with a sign over the door. Each classroom has a sign with the closest exit identified. In addition, a map and evacuation instructions are posted in each classroom. All doors should be closed as rooms are evacuated.
5. Once outside, persons evacuating the building should congregate in the closest parking lot, staying at least 100 feet from the building(s). Evacuation of the building(s) does not mean automatic cancellation of class. Students and staff should remain in the parking lot area until a College official (president, vice president, dean or security staff) informs them to leave the grounds. Likewise, no person should re-enter the building(s) until advised to do so by one of these officials.

### Tornado Alert Procedure

#### Definition:

Tornados usually occur in the spring and summer; they are formed by severe thunderstorms. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Tornadoes generally occur near the trailing edge of a thunderstorm.

**Tornado Watch:** Weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television, and radio. When a tornado watch has been issued for your area, you should monitor weather radio, local radio or television for additional watches or warnings.

**Tornado Warning:** a tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.

If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado. Be prepared to take shelter immediately.

1. Any person hearing a radio or television announcement of a tornado watch should report this information to a College employee or to Campus security.
2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the College or sighting a tornado should report this information to a College employee or to Campus security.
3. When there is a tornado warning for the immediate vicinity of the College everyone should move to areas in the building that are safer for severe weather. While moving to safer areas everyone should try to alert others in the area of the tornado warning. Campus security will also assist with notifying others of the tornado.

#### **Areas to shelter due to severe weather:**

##### **Steubenville Campus – D’Anniballe Building:**

**2nd Floor Rooms 2500-2543** will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

**Ground Floor Rooms 1500-1542** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

**2nd Floor Rooms 2200-2217** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

**Ground Floor Rooms 1201-1217** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

**Rooms 2600-2631** will go to Ground floor south wing interior hallway; both sides of hallway; stay clear of doors and glass.

**Rooms 2000-2102** will go to Ground floor north wing interior hallways; stay clear of doors and glass.

**Student Lounge & Founders Hall Rooms 1300-1306** will go to Ground floor north wing interior hallways; stay clear of doors and glass.

**Library Rooms 2300-3306** will go to Ground floor south wing interior hallway; both sides of hallway; stay clear of doors and glass.

##### **Pugliese Building:**

Move to the ground floor in the hallways near or inside room 111/113; stay clear of doors and glass.

#### **Regional Workforce Building:**

Move to the ground floor inside restrooms near bottom of steps or the storage room near the back of the industrial side; stay clear of doors and glass.

#### **Youngstown Campus – Thomas Humphries Hall:**

Move to interior rooms on the main floor that do not have windows to the outside; stay clear of doors and glass.

#### **Health and Workforce Building:**

Move to the basement; stay clear of doors and glass.

#### **Inside buildings:**

Stay away from all windows and doors.

Do not open windows.

Move to an interior corridor away from windows.

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span.

If available, take cell phone and flashlight.

Crouch down along the wall or under a sturdy table and protect your head with your arms from possible debris.

#### **Outside of buildings:**

Seek shelter in the nearest building.

Stay away from all windows and doors.

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span.

If there is no shelter available, lie in a ditch or other depression.

Never attempt to outrun a tornado.

#### **Once an “all-clear” has been given, follow the procedure below:**

If the building was not affected by the incident, return to your previous locations.

If your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling 911 if in imminent danger or Campus Security (Steubenville -740-264-5596 or Youngstown 330-506-9189).

#### **Fire Alarm Test Procedures**

1. During each semester the College will sound the Fire Alarm so that the students and employees are familiar with each signal. The dates and times for the sounding of alarms will be published in an email. When it is a published test students and staff will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report the location to security or maintenance.

Once a year there will be an announced Evacuation test where the Fire Alarm will be sounded, and everyone will need to evacuate the building to test evacuation procedures. The dates and times for the Evacuation test will be published in an email.

2. Any time the Fire Alarm sounds, other than announced system test times and dates, all students, visitors, and employees will implement the evacuation procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.
3. When a potential threat to the campus community occurs, timely warnings will be issued through Emergency Notification System (ENS), or other appropriate means. Members of the Emergency Response Team will notify the community at large as it is deemed appropriate.
4. The College tests the emergency response and evacuation procedures annually by scheduling a tabletop and/or initiating an announced or unannounced functional or full-scale exercise. Notification of the Emergency Response and Evacuation procedures will be emailed to the campus community prior to the annual test. Testing of the annual plan will be documented with a description of the exercise, the date the test was held, the starting and ending time, and if the test was announced or unannounced.

### **Drug and Alcohol Use Program**

#### *Mission*

Among its background statements, Eastern Gateway Community College provides “opportunities for the student to develop increased personal and social responsibility as well as the knowledge, self-assurance and self-direction required to achieve personal satisfaction and approach self-actualization in life.” In this context, the College believes students should be provided the education necessary to make responsible decisions regarding their own use of alcohol and the place alcohol and drug use has in the workplace and in society.

#### *Goals*

To carry out the mission, the College has established the following goals with respect to alcohol, abuse of prescription drugs, and use of illicit drugs:

1. To provide an environment at the College that promotes responsible decision-making on the part of the students regarding alcohol, abuse of prescription drugs, and illicit drug use.
2. To provide the students with academic and support services that optimize the opportunity for students to make responsible decisions regarding alcohol, abuse of prescription drugs, and illicit drug use.
3. To provide an environment that reinforces the federal, state, and local laws regarding alcohol, abuse of prescription drugs, and illicit drug use.
4. To provide students who are experiencing difficulties in the responsible use of alcohol or abuse of prescription drugs, and illicit drug use, the appropriate level of intervention, counseling, and referral to community resources within the College’s structure of memorandums of understanding to ensure the student’s needs are promptly met.
5. To continually seek student input on revising and modifying the College’s Drug and Alcohol Program and educational materials, particularly as the field of substance abuse grows and changes.

## *Policy and Education Programs*

To reach the above noted goals, Eastern Gateway Community College has established the following drug and alcohol policies and programs.

### 1. Environment

The College believes that quality education can best be achieved in an environment that is conducive to academic pursuits. The College believes that drug and alcohol abuse are detrimental to maintenance of such an environment. Therefore, Eastern Gateway Community College:

- a. Forbids the unauthorized possession or use of alcohol; possession or use of prescription drugs in excess of that which is prescribed; and possession, use and/or distribution of illicit drugs. This prohibition includes any property owned or operated by the College, internship sites, and/or practicum sites. Any alleged violations shall immediately be reported to the Director of Human Resources for investigation and referral to the VPAA for appropriate action. Violations will result in imposition of penalties up to and including the immediate suspension or dismissal of the student from the College and where appropriate, referral to local law enforcement.
- b. Imposes, at its sole discretion, and determined on a case-by-case basis, penalties less severe than suspension, expulsion and/or referral to local law enforcement, dependent upon the circumstances of the individual case. In these situations, penalties include but are not limited to written warnings, probation, partial suspension, and mandatory participation in a treatment program.
- c. Forbids the unauthorized possession of alcohol, prescription drugs, and illicit drugs on property owned and/or operated by the College by others (such as those not covered by the student or employee policies). Anyone with knowledge or concerns regarding such situations should immediately notify security. Such persons, when discovered, will be ordered to immediately leave the campus and will be reported to local law enforcement.
- d. Forbids alcohol to be purchased, sold, or used on property owned and/or operated by the College during any student function.
- e. Requires that all persons on property owned and/or operated by the College to abide by local, state and federal laws pertaining to the use of alcohol, prescription drugs, and illicit drugs. The College will fully cooperate with local, state, and federal law enforcement agencies to ensure enforcement of all laws and regulations.

### 2. Education

In order for students to make responsible decisions regarding the use of alcohol, prescription drugs, and illicit drugs, and be cognizant of the health dangers and legal ramifications, students need appropriate and accurate information. To make this available to them, the College provides the following:

- a. The policy is published in the College catalog which is available to all students and employees on the College website at [www.egcc.edu/academics/programs/course-catalog/](http://www.egcc.edu/academics/programs/course-catalog/).
- b. New student orientation shall include a review of the College's drug and alcohol policy.

c. The College library contains books, periodicals, brochures, and other printed material that students are encouraged to consult for information about alcohol, alcohol dependency and alcoholism; risks associated with abuse or misuse of prescription drugs; risk associated with various illicit drugs; substance abuse including use of household cleaners and other readily available inhalants; and the legal sanctions for violation of the law and College policies.

d. The College may also arrange for outside community substance abuse groups or local law enforcement to address the student body on these issues.

### 3. Policy Review

In order that the Drug and Alcohol Use Program is reviewed and revised to ensure that it continues to address the ever-changing landscape of substance abuse and institutional needs, the following procedures will be implemented:

a. All incidents in which the policy has been applied will be documented in the office of the Security Supervisor, located on the Steubenville Campus.

b. During summer, on an annual basis, the policy, and any cases where the policy has been applied and any other information or occurrences related to the policy will be reviewed by the President's Cabinet. Desired changes, based upon this review, which will make the policy more effective in accomplishing its purpose, will be made and such changes will be communicated to the College community.

c. College policies regarding alcohol, prescription drug, and illicit drug use by College employees are contained in a separate statement found in the employee handbook(s). Individuals who are College student employees are subject to applicable policies and penalties contained in the employee handbook as well as the student and general policy outline herein.

### Illegal Drug Policy

Eastern Gateway Community College strictly adheres to the federal, state and local laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing or using such drugs or controlled substances may be subject to criminal prosecution as well as to College disciplinary sanctions.

### Disclosures to Victims of Crimes of Violence or Nonforcible Sex Offenses

Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the College on or after August 12, 2009.

### Title IX, Dating Violence, Domestic Violence and Stalking

The college will not tolerate sexual offenses committed on campus sites or any off-campus, college sponsored activity. Victims of such offenses should preserve evidence

in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested. To assist a student in avoiding being the victim of such offenses, the college makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available at the self-help brochure table located in the record/ financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the college's counseling staff. The College will not tolerate sexual offenses committed on property owned and/ or operated by the college, any off-site college activities, college sponsored activities or activities that occur off site but have a nexus to the college. These activities include but are not limited to sexual/ gender harassment, sexual assault, domestic or dating violence or stalking. Contact the Assistant Director of Human Resources, and Title IX Coordinator who has been designated as the College's Title IX and employees' Section 504 Coordinator. That office is located at 101 East Boardman, Youngstown, Ohio 44503 and can be reached at (330) 480-0726 x 3119. The contact e-mail address is [titleIX@egcc.edu](mailto:titleIX@egcc.edu). If you are unable to reach the Assistant Director, Title IX Coordinator, you can contact the Security Supervisor at 740-264-5596 for Steubenville and 330-506- 9189 for Youngstown and/or email address [securitysupervisor@egcc.edu](mailto:securitysupervisor@egcc.edu). If you are unable to reach either of these, please report the incident to any College employee. The College will assist in contacting local law enforcement if the victim consents. To educate students on these issues, annual training is available in new student orientation and on an annual basis through the LMS system. Referral to community support services is available and the College has arrangements with such agencies in Jefferson, Columbiana, Mahoning, and Trumbull Counties.

Persons found guilty of a sexual offense may be subject to campus-based penalties in addition to or separate from legal penalties which may occur including but not limited to: fines, probation, suspension, or expulsion from the college. In cases where the college is considering campus-based penalties, the accused and accuser will have the same opportunity to have others present during the proceedings, and both will be informed of any outcomes of the proceedings, in addition to other rights and procedures for such proceeding contained in the student regulations section of this catalog. Upon request from an alleged victim of a sexual offense, the college will attempt to change a victim's academic situation if this is directly related to the alleged offense, and other accommodations are reasonably available.

The college will not tolerate any student and/or employee engaging in sexual activities on property owned or under the control of the college. Such activities shall include, but not be limited to, excessive displays of public affection, intimate touching, contact with the genitals of another, and sexual intercourse. Such actions, even when consensual, may result in criminal and/ or campus-based penalties.

Any questions or comments regarding the college's policies and procedures related to campus crime and security should be directed to the Vice President of Human Resources, Organizational Effectiveness & Title IV; the Senior VPAA; COO; or college President.



## TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

### *Students Alleged Discrimination Grievance Procedure*

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Eastern Gateway Community College or any of the college's students, staff, teachers, and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the dean or administrator level.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence. The complainant may file a complaint directly with the office for Civil Rights, U. S. Department of Education, and/or may use the internal grievance procedure indicated below.

#### STEP 1

An alleged formal discrimination grievance complaint should first be made to the dean or the Senior VPAA within ten school days of the date the incident occurred.

#### STEP 2

If not resolved at Step 1, the decision may be appealed to the Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator  
Assistant Director of Human Resources  
101 Boardman  
Youngstown, Ohio 44503  
(800) 682-6553 ext. 3119  
1 740-996-4051  
[TitleIX@egcc.edu](mailto:TitleIX@egcc.edu)

#### STEP 3

If not resolved at Step 2, the decision may be appealed to the college's President who functions as the final mediator at the local level.

#### STEP 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

**NOTE:** Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

## SEXUAL HARASSMENT POLICY

Sexual harassment is a Title IX violation. The Eastern Gateway Community College administration, faculty, staff, student employees, students, and volunteers are responsible for assuring that the college maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the college's mission of excellence in education, scholarship, and service. The college community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, students, and volunteers to promptly report concerns or complaints.

1. Definition of Sexual Harassment-Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when any one of the following criteria is met:
  - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
  - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
  - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, or learning on campus.

Sexual harassment can occur between any individuals associated with the college, e.g. an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member. Sexual harassment may occur between persons of the same sex or persons of the opposite sex.

1. Examples of Sexual Harassment- Examples of sexual harassment include, but are not limited to:
  - A. Direct or implied threats that sub-mission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation; or
  - B. Direct propositions of a sexual nature and/ or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment.
  - C. Some incidents of physical assault.
  - D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of the course) including:
2. Sexual comments or inappropriate references to gender:
  - A. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.).
  - B. Unwanted touching, patting, hugging, brushing against a person's body, or staring; Inquiries or commentaries about sexual activity, experience, or orientation.
  - C. The display of inappropriate sexually oriented materials in a location where others can view them.

### 3. Reporting Procedure

#### STEP 1

An alleged formal discrimination grievance complaint should first be made to the dean or

Provost within ten school days of the date the incident occurred.

## STEP 2

If not resolved at Step 1, the decision may be appealed to the Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator  
Assistant Director of Human Resources  
101 Broadway  
Youngstown, Ohio 44503  
(800) 682-6553 ext. 3119  
1 740-996-4051  
[TitleIX@egcc.edu](mailto:TitleIX@egcc.edu)

## STEP 3

If not resolved at Step 2, the decision may be appealed to the college's President who functions as the final mediator at the local level.

## STEP 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

**NOTE:** Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/ or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

In the event the alleged harasser is the Title IX Coordinator or Deputy Coordinator, the complainant should directly contact the President of the College's office to make the report.

4. Investigation - Unless withdrawn by the complainant, all complaints of sexual harassment will be immediately investigated and promptly resolved. The complainant will be asked to reduce any charge to writing to assure clarity and to document the process of investigation.
  - Upon receipt of an allegation of coworker, employee-to-student, student-to-student, or employee-to-member of the public sexual harassment, the title IX coordinator or another designated college official will initiate an investigation into the complaint.
  - Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects both the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.
  - If the investigation yields insufficient information to conclude sexual harassment has occurred, the matter will be recorded as unresolved; and the parties will be so notified. A written record of the investigation will be maintained by the administration separate and apart from any student or personnel file.
5. Discipline - Any employee who permits or engages in sexual harassment of anyone involved with the college (be it a student, employee, or member of the public) may be subject to disciplinary action up to and including termination/ dismissal.
  - Any student who engages in the sexual harassment of anyone in the college setting may

- be subject to disciplinary action up to and including expulsion.
  - The range of discipline for employees includes but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment; suspension; and the recommendation to the Board of Trustees that the individual against whom the claim is made be discharged.
  - The range of discipline for a student includes but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student; and expulsion.
6. Rights of Individual Who is the Subject of a Sexual Harassment Claim - An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the Vice President of Human Resources, Organizational Effectiveness & Title IV and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/ her interview with the Title IX coordinator or by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.
  7. Retaliation Prohibited - The Board of Trustees prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint, nor will it affect the individual's academic standing or employment status, rights, or privileges.

The Board of Trustees will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to this policy, or because that individual exercised, enjoyed, aided, or encouraged any other individual in the exercise of enjoyment of any right granted or protected by this policy.

8. Files and Record of Investigation-Sexual harassment complaints and investigation results shall not be made a part of any employee's personnel file or a student's academic record unless disciplinary action is taken against the individual.
9. Notice Requirements - A copy of this sexual harassment policy or relevant provisions thereof shall:
  - A. Be displayed in a prominent location in each college building;
  - B. Be provided to students and employees upon request;
  - C. Be included in employee and student handbooks;
  - D. Appear in any college publication that sets forth the college's comprehensive rules, regulations, procedures, policies and/ or standards of conduct.

### **Policies and Procedures Regarding Sexual Assault**

All members of the College community are expected to act toward one another in a manner consistent with our values and mission. The College will not tolerate sexual offenses committed on campus sites or

any off-campus, College-sponsored activity. While the College does not condone any form of immoral or illegal sexual conduct, no one at the College should presume that the threat of sexual assault does not exist.

### **Sexual Assault Awareness**

Generally, sexual assault is 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. It is an extreme form of sexual harassment and abuse and will be considered a serious offense by the College.

To assist a student in avoiding being the victim of such offenses, the College makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available at the self-help brochure table located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the College's counseling staff.

### **Procedures to Follow in the Event of Sexual Assault**

The College strongly encourages any student who has been sexually assaulted either on or off campus to contact the Security Officer on Duty, the Security Supervisor, or any College Official.

Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested.

### **Victim Services and Accommodations**

Campus Advising Services provides for confidential counseling services to students who are victims of sexual assault. In addition, Campus Counseling Services can provide information regarding other off campus resources for sexual assault victims.

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services. <http://egcc.edu/campus-security/>

The College will change a victim's academic situations upon request, provided such options are reasonably available.

### **Registered Sex Offenders**

The Higher Education Act of 1965 requires institutions of higher education to advise its campus community where it can obtain information about registered sex offenders if such an offender is registered at the College. The local sheriff's offices are required to notify the College if a sexual offender residing in Columbiana, Jefferson, Mahoning, or Trumbull counties is attending EGCC. Should the College receive such a notification. Students may wish to seek information regarding local sex offenders from the Ohio Attorney General at <http://icrimewatch.net/ohio.php>

As required by the Ohio Administrative Code, the College provides the following link to the Ohio statewide sex offender registry. The Electronic Sex Offender Registration and Notification (eSORN) may be reached at <http://icrimewatch.net/ohio.php>