

2013 Annual Security & Fire Safety Report



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Campus Safety Report

Overview

The Annual Security and Fire Safety Report was prepared by the Missouri Valley College (hereinafter “MVC”) Department of Public Safety (hereinafter “DPS”) in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (hereinafter “Clery Act”), formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990. The report describes security practices and procedures at Missouri Valley College and lists crime statistics for the most recent and two preceding calendar years. This report includes crime statistics for campus proper along with any building or property owned or controlled by the institution not within the same reasonably contiguous geographic area of the institution and for public property within or immediately adjacent to the campus. These statistics are gathered from reports made to the Department of Public Safety, received from Campus Authorities, and from information provided by local law enforcement agencies. The report is provided to all students and employees, and will be provided to any applicant for enrollment or employment on request. This publication is intended to provide a general description of campus security arrangements and not to serve as a contractual agreement between MVC and the recipient. Security procedures are subject to change without notice.

About the College

Missouri Valley College a private, coeducational, career-oriented, liberal arts college with growing national and international outreach, a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the North Central Association of Colleges and Schools since its inception in 1889.

MVC has a 150+ acre campus, located in the southeastern portion of the City of Marshall, Missouri. MVC also includes operates two off-campus facilities, Blosser Hall (825 East Eastwood Street, Marshall, MO) and The School of Nursing (2305 South Highway 65, Marshall, MO).

Purpose

The purpose of this report is to 1) Comply with the Clery Act and 2) Provide information which may contribute towards the reduction of harm and prevention of crime to members of our community and visitors. If you have questions, comments or concerns about this report, the federal law which requires the distribution of this report or MVC’s compliance, please contact the Director of Public Safety (660) 831-4228.

Preparing Crime Statistics

Crime statistics for this report are solicited from *Campus Authorities* and from all law enforcement agencies in Saline County that have or share law enforcement jurisdiction for the MVC campus and other MVC property. *Campus Authorities* include but are not limited to the Department of Public Safety and Office of Student Affairs staff. Outside law enforcement agencies include the Marshall Police Department (hereinafter “MPD”), Saline County Sheriff’s Department (hereinafter “SCSD”), and the Missouri State Highway Patrol (hereinafter “MSHP”).

Distributing Crime Statistics

The Annual Security and Fire Safety Report is posted to the MVC website. Each year an e-mail notification is sent to all students, faculty, and staff providing the web link to access the report. Paper copies may be obtained at Department of Public Safety and/or Office of Student Affairs. Prospective students are provided this report or the web link to the report from the Office of Admissions. Prospective employees obtain this annual report from the web link or the Office of Human Resources.

Reporting Crimes and Emergencies

Campus safety at MVC is a shared responsibility. All campus community members and visitors should be aware while walking, driving, studying, working, attending events, or living in our campus community. Being alert to one's surroundings and using reason and caution during daily activities provide a degree of personal protection from crime. Community members who are aware – and report incidents to DPS – strengthen the campus-wide safety net. MVC encourages that all crimes be reported to the DPS as soon as possible.

Reasons to call to call for assistance:

- You see someone committing a crime.
- You need to report an old crime.
- Someone is injured or ill.
- You see fire or smell smoke.
- You see anyone or anything suspicious.
- You think someone is a danger to themselves or others.
- You have knowledge of a chemical spill.

Persons who believe a crime has been committed should promptly report the suspected crime to law enforcement authorities. Crimes reports can be made at any time. The Department of Public Safety and all local law enforcement agencies are available 24 hours a day, seven days a week. When on-campus, these crimes should be reported to the Department of Public Safety at (660) 815-0111 or dial 911. When off-campus and in the City of Marshall, these crimes should be reported to the Marshall Police Department at (660) 886-7411 or 911.

DPS also provides an anonymous reporting option for victims of crimes who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via the MVC web site by http://moval.edu/student_affairs/index.php and clicking on “File a Report”.

Police Authority and Jurisdiction

Overview

All DPS Officers are sworn police officers with law enforcement and arrest authority on-campus. All DPS Officers complete regular training as mandated by the Missouri Department of Public Safety's Peace Officer Standards and Training Program. The exercise of DPS Officers authority is described in a "Memorandum of Understanding" (MOU) between MPD and DPS that outlines Uniform Crime Reporting (UCR) crimes that are handled by MPD with the assistance of DPS. Lesser crimes or those involving violations of Student Code of Conduct are handled by DPS (DPS Standard Operating Procedures' Manuel Policy Section 100.01 Organization of Department). The policing jurisdiction of the DPS extends to property owned or operated by MVC, streets adjacent to campus, and includes shared jurisdiction with the Marshall Police Department. No student organizations with off-campus locations are recognized by the College.

DPS enjoys an especially close working relationship with the MPD, and excellent relationships with SCSD and MSHP. The response time for mutual aid averages less than two minutes for emergency calls.

Definitions

The term "campus" means: (1) Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; (2) Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor); (3) those properties, streets, retail operations and facilities owned by MVC and used by students, staff, faculty and visitors.

The term "non-campus building or property" means: (1) Any building or property owned or controlled by a student organization recognized by the institution; (2) Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The term "public property" means: all public property that is within the same reasonably contiguous geographic area of the campus, such as a sidewalk, a street, other thoroughfare, or parking facility, or is immediately adjacent to the campus.

Reporting Crimes and/or Other Emergencies

How to Report

Any police, fire, or medical emergency on-campus should be reported immediately to the DPS at (660) 815-0111 or Saline County Central Dispatch (E911) by dialing 911 (Note: Saline County Central Dispatch is equipped with a Teletypewriter (TTY) and Telecommunications Device for the Deaf (TDD) to effectively communicate with community members with severe speech or hearing disabilities).

Any police, fire, or medical emergency on-campus should be reported immediately to Saline County Central Dispatch (E911) by dialing 911 (Note: Saline County Central Dispatch is equipped with a Teletypewriter (TTY) and Telecommunications Device for the Deaf (TDD) to effectively communicate with community members with severe speech or hearing disabilities).

Responding Agencies

DPS responds to calls for police and other emergency and non-emergency services on-campus. To reach DPS, call (660) 815-0111 or 911.

MPD responds to calls for police and other emergency and non-emergency services on and off campus. To reach MPD, call (660) 886-7412 or 911.

Marshall Fire Department (hereinafter “MFD”) responds to calls for emergency and non-emergency fire and medical assistance. To reach MFD, call (660) 886-3312 or 911.

The Saline County Ambulance District (hereinafter “SCAD”) responds to calls for emergency and non-emergency medical assistance. To reach SCAD, call (660) 886-3317 or 911.

Saline County Central Dispatch – E-911 (hereinafter “911”) aids in the facilitation of emergency response to any reported police, fire, or medical emergency at any MVC property.

Campus Security Authorities

On the MVC campus and at all MVC properties, it is preferred that crimes be reported to DPS. If, however, a victim does not wish to report to law enforcement authorities, a report may be made to a *Campus Authority*. Each person listed as a *Campus Authority* should submit reportable offenses to DPS as the incidents occur. MVC supports a violence-free campus and workplace.

Campus Authorities include the following College officials:

President
Baity Hall, Room 203
(660) 831-4108

Dean of Students & Title IX Coordinator
Malcolm Center for Student Life, Office of Student Affairs
(660) 831-4087

Director of Public Safety & Deputy Title IX Coordinator
Ferguson Center, 1st Floor (Department of Public Safety Office)
(660) 831-4228

Director of Housing and Residence Life & Deputy Title IX Coordinator
Malcolm Center for Student Life, Office of Student Affairs
(660) 831-4652

Vice President of Enrollment Management & Operations, Athletic Director
Burns Athletic Center
(660) 831-4219

Chief Academic Officer
Baity Hall, Room 207
(660) 831-4046

Chief Financial Officer
Ferguson Center, Room 119
(660) 831-4183

Vice President for Institutional Advancement
Baity Hall, Room 222
(660) 831-4168

Registrar
Ferguson Center, Registrar's Office
(660) 831-4115

Student Health Services Staff (Campus Nurses & Counselor)
Malcolm Center of Student Life, Student Health Services
(660) 831-4012 / (660) 831-4139

Human Resources Staff
Ferguson Center, Room 119
(660) 831-4227

Campus Chaplain
Ferguson Center, Room 227
(660) 831-4142

Note: Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to inform persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Confidential Reporting

Confidential reports, for purposes of inclusion in the annual disclosure of crime statistics, may be made to any *Campus Authorities*.

Emergency Response Procedures

Overview

MVC has developed a Crisis Response Plan (CRP) that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies. DPS is very proactive in training all officers, staff and the community for emergency preparedness, response and recovery. The CRP includes a set of guidelines for emergency procedures which are posted in all the campus buildings. In addition, these guidelines can be found online at: http://moval.edu/emergency_info.php

Crisis Response Plan

The Crisis Response Plan (CRP) may be activated in response to a local, regional, or national crisis or catastrophe that significantly affects MVC and the surrounding community. This plan provides guidelines for communicating within the campus, and from the campus to the media and the public, in the event of an emergency or crisis. Disasters, emergencies and crises disrupt the normal activities of the campus and may require activation of the MVC Crisis Response Plan. This CRP describes the role of Communications and Campus Relations in communicating vital information to members of the MVC community and the public. This plan is to be flexibly used with emergency decision-making procedures of the campus.

Specifically, the CRP is designed to enable faculty, staff, and students to successfully cope with campus critical incidents, crises, and catastrophes. The overall ability of MVC personnel to respond to any emergency incident will rely primarily upon preplanned policies, plans, and procedures; emergency building plans; Emergency Response Team; business continuity and recovery plans; and existing or newly created guidelines and directives. The CRP is local in scope, but is intended to support a comprehensive, multiagency and multi-disciplinary, all-hazards approach to incident management across a range of activities including:

1. Mitigation – periodically evaluating the physical environment to minimize the potential for risk of harm to others in the MVC community; evaluating each emergency response following CRP activation to improve and enhance future responses and thereby minimizing future risk of harm to members of our campus community and visitors
2. Preparedness – creating and revising emergency plans and policies, training, and evaluating emergency responses for different types of crisis' or catastrophes
3. Response – the immediate emergency response to a critical incident, crisis, or catastrophe; performing such functions as protecting life, stopping or containing additional threat to life and property, and protecting critical infrastructure
4. Recovery – planning for and implementing actions to restore critical business functions and non-critical business functions, in order to restore operations of the MVC.

The CRP includes or references appendices, emergency building plans, business continuity and recovery plans, emergency contact information, or inclusions intended to support, or modify the CRP during emergency operations conducted in response to a crisis or catastrophe. The CRP may be activated during any of the following incidents, which may include, but are not limited to:

- Armed or Violent Behavior
- Bomb Threats or Explosions
- Fire
- Utility Emergencies Civil Disorder or Disturbances

- Medical Emergencies Earthquakes or Building Collapse
- Tornados
- Chemical, Biological, Radiation, Nuclear, Explosive Incidents

MVC shall provide for testing and regular maintenance of its redundant communication systems at least annually. Additionally, the CRP describes that certain MVC officials who are tasked with emergency response or emergency management responsibilities involving the mitigation, preparedness, response, and recovery operations of the College.

MVC's *Emergency Warning System* is the emergency notification system which is comprised of various emergency communication assets which can be activated within minutes. They include:

1. **Alert Warning Siren:** The siren will be activated
2. **Email and Text Blasts:** *Moval Alerts* will send emergency notification to individual faculty, staff and students through mass e-mail and cell phone text messaging. E-mail alerts are automatically sent to all moval.edu accounts. To receive *Moval Alerts* via cell phone, MVC community members must provide a valid cell phone number or opt-in manually by visiting www.movalalerts.com.
3. **Web Alerts:** In the event of an emergency, the MVC web site will disseminate time-stamped news updates and contact information about the crisis.
4. **Campus Information Channel:** KMVC 91.7, MVC's public radio station *Emergency Alert* is issued, emergency information will be broadcast on this station. KMVC subscribes to the Federal Emergency Alert System and is capable of broadcasting an emergency alert notification as initiated by its network.

Alert Warning Siren

Missouri Valley College's "Alert Warning Siren" signal consists of three types of siren sounds:

- A "wail," or long burst of sound, which is standard for a severe weather alert
- A "steady," or a long continuous sound unlike that of the National Weather Service
- Westminster chimes, used for the all-clear signal.

This alert warning siren also has voice messages to inform the Missouri Valley College community of what the emergency is and what action should be taken. Following are the different voice messages to be expected:

- "The National Weather Service has issued a tornado warning. Residents should immediately take cover. For further instruction tune to local radio stations."
- "The severe weather alert for the Marshall area has been canceled. No severe weather is now expected."
- "Attention! All warnings for the Missouri Valley College campus have now expired." (followed by Westminster chimes)
- "This is a test of the public warning system. This is only a test. If this had been an actual emergency, additional instructions would be broadcast. This is only a test."
- "Attention! An emergency has been declared for the Marshall area. Go inside and tune to local radio stations for further information."
- "There has been a hazardous chemical release in the area. Please listen to radio station 102.9 for further instructions."
- "Warning! Unauthorized intruder. Please proceed to the nearest building and secure the doors."

- “Warning! This is a lockdown alert. Please proceed to a secure area.”

MVC shall communicate the availability of its emergency communication systems on a regular basis. Publicizing the test of the *Alert Warning Siren* system each fall and spring semesters, provides opportunities to educate the community members and members from the surrounding community of our emergency notification system and evacuation procedures.

Timely Warnings

A *Timely Warning* is an alert sent to the campus community when a Clery Act crime (murder, manslaughter, forcible sex offense, non-forcible sex offense, robbery, aggravated assault, burglary, auto theft, arson, and hate crimes) has occurred in specifically defined geographic areas (on campus or in campus buildings; in residence halls; on property owned or controlled by officially recognized student organizations or the college, which is not located on the campus; and on public property located on or adjacent to the campus) that is reported to DPS, local law enforcement, or *Campus Authorities* and is considered by the College to represent a serious or continuing threat to students and employees. A *Timely Warning* or *Crime Alert* is issued by the Director of Public Safety, Director of Housing & Residence Life, Dean of Students, or other designee. The alert is generally emailed through the college e-mail system to all students, faculty, and staff. Additionally, the alert may be posted to the website (www.moval.edu) and broadcast on the radio (KMVC 91.7; KMMO 102.9)

Anyone with information warranting a *Timely Warning* should contact the DPS, the Director of Public Safety, Director of Housing & Residence Life, or Dean of Students. The DPS Office is open during college business hours, however DPS Officers are available 24 hours a day, 7 days a week by phone (660) 815-0111. DPS Office is located on the second floor of the Ferguson Center in the southeast corner.

A *Timely Warning* is different from the utilization of the *Alert Warning Siren*. The *Alert Warning Siren* indicates an incident that requires an immediate emergency response or evacuation.

Emergency Guidelines for Campus

Emergency guidelines are presented annually to all faculty, staff, and students during mandatory Crisis Response Training.

In case of an active or major campus emergency, the Emergency Alert System may be activated. For further information see *Missouri Valley College Crisis Response*. DPS tests emergency response and evacuation procedures annually by conducting drills and other exercises. These tests are initiated by the Director of Public Safety and/or Dean of Students and are normally announced and publicized in advance of the drill or exercise. The Director of Public Safety and/or Dean of Students maintain records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

Disasters, emergencies and crises disrupt the normal activities of the campus and may require activation of the Crisis Response Plan (CRP). The CRP is to be flexibly used with emergency decision-making procedures established by appropriate campus officials. CRP procedures are reviewed annually for accuracy and completeness and as necessary.

Declaration of a College State of Emergency

The authority to declare a College state of emergency rests with the President or designee. When this declaration is made, access to the campus may be limited to students, faculty, staff, and emergency personnel. Individuals who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons who remain on campus may be subject to arrest.

In the event of notification or an awareness of an actual or impending emergency affecting this institution, the Dean of Students, Director of Public Safety, and Director of Housing & Residence Life are to report immediately to the Emergency Operations Center in the President's Office in Baity Hall unless their services are required to provide on-the-scene assistance in their areas of responsibility. The Dean of Students, Director of Public Safety, and Director of Housing & Residence Life shall contact other Emergency Response Team Members as needed. The Emergency Response Team will be responsible for making all appropriate decisions related to emergency notifications, actions, resource needs, information dissemination, and evaluation of changing conditions. A follow-up debriefing will be conducted by the Emergency Response Team after each incident. Other members of the Missouri Valley College faculty and staff may be added to this team, as deemed appropriate, depending upon the nature of the incident.

The College, without delay and taking into account the safety of the community, will initiate the notification system for emergencies, unless issuing a notification will, in the professional judgment of those responsible, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Other Information

Access to Campus Facilities

Campus facilities (academic, athletic, and office facilities) are open to the public during normal business hours. DPS Officers lock exterior building doors to these buildings in the evening. Monday through Friday Maintenance/Housekeeping staff unlock exterior doors of these same buildings. All residential facilities are locked 24 hours a day. When facilities are reserved for use during nights and weekends, facilities will be open for the duration of the reservation.

The *Housing Contract* and *Student Handbook* explains how College keys are issued and the necessary procedures to be followed if a key is lost or stolen.

Maintenance of Campus Facilities

The Maintenance and Housekeeping Department provides building maintenance, custodial services, grounds work, and utility systems for MVC and its property. College community members are encouraged to report maintenance problems, including lighting and elevator concerns, to the Maintenance and Housekeeping Department. Maintenance and Housekeeping staff, in conjunction with DPS and the Office of Students Affairs, routinely inspect building door locking mechanisms, windows, and fire alarm systems. Burned out lights, broken doors, windows, and malfunctioning alarm systems are repaired as quickly as possible. MVC community members are urged to report similar security and maintenance issues to DPS or the Maintenance and Housekeeping Department.

Security Awareness Programs

Missouri Valley College has developed and implemented policies and educational programs, maintained pertinent institutional statistics, and distributed particular information to students, employees, and applicants through the Missouri Valley College website. Copies of crime statistics can be found on the website and in the Department of Public Safety. In-service trainings are held yearly, prior to the beginning of the academic year, for faculty and staff and as needed. Awareness trainings are held for students during each fall semester. Safety update e-mails are sent regularly to students, faculty and staff as needed.

Crime Prevention Programs

DPS offers crime prevention programs and anti-sexual violence programs including R.A.D. (Rape Aggression Defense), Operation Identification (Operation ID), Motor Vehicle (Parking) Registration, Bicycle Registration, Behavioral Intervention Team, and the Anonymous Tips reporting system. Additional information and resource referrals concerning personal safety and crime prevention information, including alcohol and drug abuse, anti-sexual violence, domestic violence, and other safety information is available from DPS.

Alcohol Policy

Possession, distribution, or use of alcoholic beverages or related paraphernalia in any College owned, controlled, or adjacent facility, at any College function, or while representing the College is prohibited. Students using or abusing alcohol or found under the influence of alcohol while on campus or at a College related function is prohibited. Students who attend gatherings in an on-campus room, apartment, or house where alcohol is found, in addition to the residents assigned to the room, apartment, or house, may be held responsible. Alcohol paraphernalia may include empty containers,

mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed on campus or in residential facilities. Distribution of alcohol to minors is prohibited. Playing or participation in alcohol-related games or activities, regardless of whether alcohol is present, is prohibited.

When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions individually and as a unit. Sanctions on a group or organization may include a fine for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.

Substance Abuse (Drug) Policy

Unlawful use, possession, sale, manufacture, or distribution of narcotics, controlled substances or paraphernalia for use of the same, as defined by federal, state, and local law, is prohibited. Persons engaging in the sale of narcotics or drug-related felonies will be subject to immediate dismissal. Students who violate federal, state, or local laws related to the use or possession of drugs may lose eligibility for federal financial aid. Students convicted of drug offenses must inform the Dean of Students with information concerning drug related offenses, regardless of where the arrest occurred, within 72 hours of their conviction.

Alcohol and Substance Abuse Information

The Counseling Center and DPS are two resources that provide information concerning alcohol and substance abuse on campus. MVC Student Code of Conduct details the student conduct procedures, including due process hearings, appeals, and College sanctions for violations of the Student Code.

Assault, Discrimination, Harassment, & Violence Policy

Missouri Valley College is committed to the development of the whole person within a value system that acknowledges the College's heritage and focuses on four-dimensional personal growth mentally, socially, physically and spiritually. Life on the campus helps each student to learn how to gain a broad range of knowledge and understanding about the arts, humanities, and sciences; to obtain social and physical enjoyment through athletics, recreational activities, and special events; to grow in capacity for work, achievement, and leadership; and to experience self-discovery as well as personal fulfillment that will serve a lifetime.

The College community seeks to establish peace and harmony through order. Policies and rules help keep order and serve the common good. The Missouri Valley College community is a voluntary society that asks each member of the community to possess a loyalty to the institution and personal commitment to order, education, and growth.

Members of the College community are expected to strive for the good of all. Individual actions affect oneself and others; therefore, each person is expected to be responsible and to reflect favorably upon oneself and the community. Members of the campus community are required to abide by established policies and procedures just as they are required to abide by city, state, and national laws. Community members are required to conduct themselves at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

I. Scope

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). The College's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

II. Roles & Responsibilities

- A. Title IX Coordinator:** It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sexual misconduct is prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sexual misconduct; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.
- B. Deputy Title IX Coordinator(s):** It is the responsibility of the Deputy Title IX Coordinator(s) to assist the Title IX Coordinator in carrying out his/her duties and to serve as acting Title IX Coordinator if the Title IX Coordinator is unavailable or unable to carry out his/her duties.
- C. Administrators, Deans, Department Chairs, and Other Managers:** It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to: Inform employees under their direction or supervision of this policy; Work with the Title IX Coordinator to implement education and training programs for employees and students; Implement any corrective actions that are imposed as a result of findings of a violation of this policy.
- D. All Employees:** It is the responsibility of all employees to review this policy and comply with it.
- E. All Students:** It is the responsibility of all students to review this policy and comply with it.
- F. The College:** When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its Complaint Resolution Procedures.

III. Sexual Harassment, Assault, and Violence Policy (Title IX)

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, sexual orientation, and failure to conform to stereotypical notions of femininity and masculinity. Sexual harassment, whether verbal, physical, or visual, is a form of prohibited sex discrimination, and sexual harassment includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

The College has designated the following Title IX Coordinator and deputies to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Heath Morgan
Dean of Students/Title IX Coordinator
(660) 831-4087
morganh@moval.edu

Brett Fuchs
Director of Housing & Residence Life/Title IX Deputy Coordinator
(660) 831-4652
fuchsb@moval.edu

Karen Reeter
Director of Public Safety/Title IX Deputy Coordinator
(660) 831-4228 / (660) 815-0111
reeterk@moval.edu

The procedures in the following policy have been established to achieve the following:

- Protect and inform all parties involved in a reported sexual assault
- Provide immediate support services for victims of sexual assault
- Provide clear policy and procedure pertaining to sexual assaults on College property
- See that all policy and procedure is followed in a timely manner

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

A. Scope of Sexual Harassment, Assault, or Violence Policy (Title IX)

The Sexual Harassment, Assault, and Violence policy applies to behavior in which the accused or reporter is a member of the College Community. In the event that the accused is not a student, faculty, or staff member that is represented under the College's disciplinary realm, the reporting party will be directed to the Marshall Police Department or other relevant law enforcement agency. The College will still actively help the reporter with his or her needs of counseling, protection and academic needs.

B. Sexual Misconduct

Any sex discrimination, sexual harassment, and sexual violence will be referred to as "sexual misconduct" as applicable to this policy and any complaint.

C. Sexual Harassment

- 1. Definition:** Unwelcome sexual advances, requests for sexual favors, other verbal, physical, or visual conduct of a sexual nature may constitute sexual harassment when:
 - a. Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
 - b. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or;
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.
- 2.** A person's subjective belief alone that behavior is offensive does not necessarily make that behavior sexual harassment. The behavior must also be objectively unreasonable.
- 3.** The determination as to whether behavior is sexual harassment must take into account the totality of the circumstances, including the nature of the behavior and the context in

which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior; however, a single incident may constitute sexual harassment depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student's education or the employee's work environment, the type and duration of the conduct, and the identity of and relationship between the alleged harasser and the student or employee.

4. Examples:

- a. Pressure for a dating, romantic, or intimate relationship
- b. Unwelcome touching, kissing, hugging, massaging, or other physical contact
- c. Pressure for sexual activity
- d. Unnecessary references to parts of the body
- e. Sexual innuendos or sexual humor
- f. Repeatedly using sexually degrading words or sounds to describe a person
- g. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- h. Obscene gestures
- i. Sexual graffiti, pictures, or posters
- j. Sexually explicit profanity
- k. Asking about, or telling about, sexual fantasies
- l. E-mail, Text Messages, and Internet use that violates this policy
- m. Stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- n. Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- o. Sexual violence

D. Sexual Violence/Assault

1. Definition: Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity - such as from the use of drugs or alcohol, because of his or her youth, or because of other medical or mental disabilities.

2. Examples

- a. Rape, forcible sodomy, sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent.
- b. Unwilling sexual penetration (anal, vaginal, or oral) with any object(s) or body part that is committed by force, threat, or intimidation.
- c. Sexual touching with an object or body part, by a man or woman upon a man or woman, either directly or through clothing, without consent.
- d. Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation.
- e. Sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will, without consent.
- f. Prostituting another member of the College Community.
- g. Non-consensual video or audio-taping of sexual activity
- h. Knowingly transmitting a sexually transmitted disease to another.

E. Consent Requirement

It is expected that all individuals participating in sexual activity give and receive consent prior to and during any type of said activity. Consent is defined as when one person, through mutually understandable words or actions, agrees and gives permission to engage in mutually

agreed upon sexual activity; the acknowledgment and approval of actions, without coercion, force, intimidation, and opportunity to say no. Individuals must be awake, have the mental capacity to make such decisions, and not be impaired by alcohol, drugs, or other intoxicants. Consent may be withdrawn at any time before or during said activity. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Current or previous sexual relations does not imply consent; consent is not open-ended and must be obtained each time sexual activity occurs.

IV. **Dating and Domestic/Intimate Partner Violence Policy**

Dating, Domestic, or Intimate Partner violence is a crime and is always a serious violation of Student Code of Conduct and Faculty/Staff Manual which will not be tolerated within the College Community. It can also constitute sexual misconduct when motivated by a person's sex.

A. Definitions

1. **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 is based on the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. **Domestic/Intimate Partner Violence:** Violence committed by a current or former spouse or intimate partner of a 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, or by a person similarly situated to a spouse or the victim.

B. Examples

1. **Physical (or Attempted Physical) Violence:** Includes, but is not limited to, kicking, pinching, hitting, choking, biting, shaking or otherwise using physical force to restrain or hurt a partner.
2. **Sexual (or Attempted Sexual) Violence:** Includes, but not limited to, forcing a partner to take part in a sex act when the partner does not consent.
3. **Emotional (or Attempted Emotional) Violence:** Includes, but is not limited to, isolation, intimidation, belittling, stalking, "outing" someone (who is lesbian, gay, bisexual, transgender, queer or questioning) against their will, cyber bullying/harassment, and the threat of physical force. This includes violence in verbal and written form.
4. **Economic Abuse:** Includes, but not limited to, withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances.

V. **Stalking/Intrusive Contact Policy**

Stalking is a crime and is always a serious violation of Student Code of Conduct and Faculty/Staff Manual which will not be tolerated within the College Community. It can also constitute sexual misconduct when motivated by a person's sex.

A. Definition: Stalking/Intrusive Contact is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

B. Examples

1. Non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources, written letters, unwanted gifts
2. Threatening or obscene gestures
3. Lurking, pursuing or following
4. Surveillance or other types of observation
5. Trespassing

6. Vandalism
7. Non-consensual touching.

VI. Bullying Policy

Bullying is the use of aggression with the intention of hurting another person. Such behaviors and activities include, but are not limited to, the following:

- A. Verbal abuse, such as the use of derogatory remarks, insults, and epithets
- B. Slandering, ridiculing or maligning a person or his/her family
- C. Persistent name calling; using an individual or group as the butt of jokes
- D. Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- E. Sabotaging or undermining an individual or group's work performance or education experience
- F. Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property
- G. Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying can be a crime, and is always a serious violation of Student Code of Conduct and Faculty/Staff Manual which will not be tolerated within the College Community. Bullying should be reported immediately to the Department of Public Safety, Office of Student Affairs, Residence Life staff (for students), or Supervisors (faculty/staff).

VII. Complaints (Reporting Policy Violations)

The College can most effectively investigate and respond to incident if the complaint is made as promptly as possible after the incident occurs.

The College can only take corrective action when it becomes aware of problem, therefore, the College encourages persons who believe that they have experienced assault, discrimination, harassment, and/or violence to come forward with their complaints and seek assistance within the College. Students who believe that they have witnessed assault, discrimination, harassment, and/or violence are encouraged to report the alleged violation promptly. Faculty and staff are considered mandatory reporters by the College and are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of assault, discrimination, harassment, violence and other crimes should be directed to the Office of Student Affairs or Department of Public Safety.

A. Making a Complaint

Any member of the College community can file a complaint, as needed, of assault, discrimination, harassment, and/or violence by filing a written incident report in the Office of Student Affairs or Department of Public Safety, or verbally reporting to any of the below listed contacts. While it is best that the victim files the report, a report may be filed by a third party at the victim's request.

To report or make a complaint, contact any one of the listed individuals:

Heath Morgan
Dean of Students/Title IX Coordinator
(660) 831-4087
morganh@moval.edu

Brett Fuchs
Director of Residence Life and Housing/Title IX Deputy Coordinator
(660) 831-4652 / (660) 815-2748
fuchsb@moval.edu

Karen Reeter
Director of Public Safety/Title IX Deputy Coordinator
(660) 831-4228 / (660) 815-0111
reeterk@moval.edu

Teresa Ceselski
Director of the Counseling Center
(660) 831-4139
ceselskit@moval.edu

Students may also report incidents to Student Health Services staff, Residence Life staff or Public Safety Officers. All reports received by these individuals must be promptly forwarded to the Title IX Coordinator.

All employees may also report incidents to their supervisors or divisional leaders. All reports received by these supervisors or divisional leaders must be promptly forwarded to the Title IX Coordinator.

B. Content of Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: the date(s) and time(s) of the alleged conduct; the names of all person(s) involved in the alleged conduct, including possible witnesses; all details outlining what happened; and contact information for the complainant so that the College may follow up appropriately.

C. Timing of Complaints

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct.

D. Complaints that Constitute a Crime

Any person who wishes to make a complaint that also constitutes a crime is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

E. Special Guidance for Complaints of Sexual Violence/Assault, Dating and Domestic/Intimate Partner Violence, or Stalking/Intrusive Contact

If you are the victim of Sexual Violence/Assault, Dating and Domestic/Intimate Partner Violence, or Stalking/Intrusive Contact, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of Sexual Violence/Assault, Dating and Domestic/Intimate Partner Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.

Victims of Sexual Violence/Assault, Dating and Domestic/Intimate Partner Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, an examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Sexual Harassment or Stalking/Intrusive Contact, to the extent such evidence exists. In these cases, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

F. Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been subject to sexual misconduct in violation of this policy should make a complaint.

G. Retaliation

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should report this immediately.

H. Protecting the Complainant

Pending final outcome of an investigation, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement.

If a complainant has obtained any type of legal restraining order (i.e. Ex Parte), the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

I. Investigation Confidentiality

All complaints will be promptly and thoroughly investigated and the College will take action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

J. Resolution

If a complaint of is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline.

K. False Complaints

While the College encourages all good faith complaints, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VIII. Complaint Resolution Procedures (Response to Policy Violations)

The following procedures are a guide of steps Missouri Valley College will take when investigating all forms of assault, discrimination, harassment, and/or violence allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations or the security of the campus environment.

In all cases a preponderance of the evidence standard will be used to determine whether there has been a violation of this policy (i.e. It is more likely than not that the assault, discrimination, harassment, and/or violence occurred).

A. General Principles

- 1. Administration:** The "Investigating Officer" means the Title IX Coordinator. "Investigating Team" means Title IX Coordinator, Deputy Coordinators, and other designees. The Investigating Officer/Team shall have responsibility for administering these complaint resolution procedures.
- 2. Promptness, Fairness and Impartiality:** These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer/Team shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer or a Team member determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer or Team member shall remove themselves from the investigation.
- 3. Training:** These procedures will be implemented by officials who receive annual training on these policies and related laws, in addition to training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- 4. Rights of the Parties:** During the course of the investigation and resolution of the complaint, the complainant and the respondent shall have equal rights.

B. Investigation and Resolution

1. Before Commencement of Investigation

- a.** Once a report has been filed the College will see that the victim is given a safe place to stay. This may be on or off campus given the circumstances.
- b.** The College will offer and recommend the victim receive medical assistance for any injuries that may have been suffered or related medical concerns. It is the hope that the reporting party request that any evidence be preserved by medical personnel for evidentiary purposes.

- c. The College will further offer and recommend the victim mental health counseling for any concerns related to the matter. All of the aforementioned services are optional; the College offers these services for the victim's well-being.
- d. The reporting party will be notified of their option to file a police report with the Marshall Police Department, and the College will assist in making the report if requested by the alleged victim.
- e. The College will attempt to obtain the consent of the reporting party/victim prior to performing an investigation. However, for the safety of the community, the College has the duty to pursue an investigation if it believes or has collected enough evidence to prove that an act of assault, discrimination, harassment, and/or violence has occurred. The College will take appropriate action against the responsible party as warranted.

2 Commencement of Investigation

- a. The Investigating Officer/Team will be activated to investigate and assist in providing services. The Investigating Officer/Team may also activate the Crisis Response Team if further assistance is needed. This will be done as soon as practical.
- b. The respondent will receive written and/or verbal notification of the allegations from the Investigating Officer/Team within 48 hours of a reported incident. This time line may be extended due to unforeseen circumstances such as breaks and holiday closings.

3 Content of Investigation

- a. Investigating Officer/Team, with the assistance of the Student Conduct and Public Safety staff will conduct a full investigation.
- b. The reporting party/victim will have the opportunity to give a written and/or verbal statement regarding his or her allegations and present supporting witnesses or other evidence.
- c. The respondent will have the opportunity to give a written and/or verbal statement responding to the allegations and present supporting witnesses or other evidence.
- d. The Investigating Officer/Team will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.
- e. During the course of the investigation, the Investigating Officer/Team may receive counsel from other College administrators, the College's attorneys, or other parties as needed.

4 Support Person/Advisor

- a. The reporting party/victim and respondent will be entitled to have a support person/advisor, of their choice, present at all meetings related to this matter.
- b. The support person/advisor may be any individual including but not limited to legal counsel, mental health counselor, faculty or staff member, relative, etc.

- c. The reporting party/victim and respondent may consult with their support person/advisor at any time, however the support person/advisor may not actively participate in any proceedings, including serving as a witness. A support person/advisor may only attend a meeting if the reporting party/victim and/or accused they represent are present.
- d. It is the responsibility of the reporting party/victim and respondent to notify Investigating Officer/Team that they will have a support person/advisor present at any meeting. Notification must be received 48 hours before any scheduled meeting or the meeting may need to be rescheduled at the discretion of the Investigating Officer/Team.
- e. The support person/advisor must agree to maintain confidentiality of the process.

5. Interim Action

- a. At any time during the investigation, the Investigating Officer may determine that interim action or protections for the parties involved or witnesses are appropriate. Interim actions include, but are not limited to, separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements.
- b. Failure to comply with the terms of the interim action constitutes a separate violation policy and is an immediately dismissible offense.

6. Pending Criminal/Civil Matter

The pendency of a criminal or civil matter does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal or civil investigation, the College will proceed with its own investigation and resolution of the complaint.

7. Resolution

- a. At the conclusion of the investigation, the Investigating Officer/Team will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.
- b. The written report which will be distributed, concurrently, to reporting party/victim and respondent within three (3) days of its completion. This report will serve as notice if any disciplinary sanctions are placed on either party. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
- c. The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the reporting party/victim and the respondent will be given periodic updates regarding the status of the investigation.
- d. The College may use the following sanctions and/or protective measures in regard to alleged violations:
 1. Students: Warning, Probation, Suspension, Expulsion, Interim Removal/Campus Safety Suspension, Assessment of Fine, Educational Project or Program, Removal of Privileges (Note: All sanctions and protective measures are defined in the Student Code of Conduct)

2. Faculty/Staff: Verbal Warning, Written Warning, Suspension with pay, Suspension without pay, Termination.
 - e. In the event sanctions are handed down, the reporting party/victim or respondent may request an appeal. The reporting party/victim may also request an appeal if no sanctions handed down for the respondent. Grounds for appeal are listed below. For students, appeal petitions will be heard before the Community Standards Board. For employees, appeals petitions will be heard by the President.
- 8. Special Procedures for Complaints Against The President or Title IX Coordinator**
- a. If a complaint involves alleged conduct on the part of the College's President, the College's Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.
 - b. If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the College's President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.
- 9. Informal Resolution**
- Informal means of resolution, such as mediation, may be used in lieu of the formal investigation. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Investigating Officer/Team. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

C. Appeals

1. Grounds for Appeal

The reporting party/victim or respondent may appeal the determination of a complaint only on the following grounds:

- a. The decision was contrary to the substantial weight of the evidence.
- b. There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer/Team, would result in a different decision.
- c. Bias or prejudice on the part of the Investigating Officer/Team.
- d. The punishment or the corrective action imposed is disproportionate to the offense.

2. Method for Appeal

- a. Appeals must be filed within two (2) days of receipt of the written report determining the outcome of the complaint.
- b. The appeal must be in writing and contain a detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it.

- c. Appeals should be submitted to the Investigating Officer/Team, who will forward it to the Community Standards Board (for Students) or the President (for employees).

3. Resolution for Appeal

- a. Appeals will only be heard if the reporting party/victim or respondent petitioning established grounds for appeal in their written statement.
- b. Appeals will be heard no longer than fifteen (15) days after receiving the written request. The decision will be final. The Community Standards Board (for Students) or the President (for employees) will issue a short and plain, written determination of the appeal, including any changes made to the Investigating Officer/Team's previous written determination. The written determination will be distributed to the reporting party/victim, respondent, and Investigating Officer/Team within two (2) days of determination.

IX. Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer/Team, the Title IX Coordinator, and appellate bodies (Community Standards Board or President), are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

X. Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Assault, Discrimination, Harassment, and Violence Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Assault, Discrimination, Harassment, and Violence Policy.

Sexual Offender Registration

To obtain a list of currently registered sex offenders who work or attend MVC, please contact the Saline County Sheriff's Department (SCSD) or go to the Missouri State Highway Patrol (MSHP) Sex Offender Registry website:

<http://www.msdp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

MVC requires sex offenders to provide notice to the College if the sex offender lives on campus, is employed by, carries a vocation, or is a student at the school. In Missouri, convicted sex offenders must register with their local Sheriff's Office. The MSHP Registered Offender web site may be searched by name, street address, city, zip code, or county. This list of names is maintained at the DPS office, located in the Ferguson Center.

Missing Students

If a student is thought to have been missing from a residence hall community for 24 hours or more, a report should be made to the Resident Assistant (RA), Hall Director (HD), Director of Housing, Director of Public Safety, Office of Student Affairs, or the Department of Public Safety. There is no requirement that a student be missing for 24 hours in order to file a missing student report with DPS. Upon receiving any report of a missing student, DPS will immediately initiate an investigation. Local law enforcement agencies will be notified of the missing student by the entry of the missing student's

information into the National Crime Information Center (NCIC) database for missing persons.

Immediately upon a student being reported as missing, DPS will contact the Dean of Students to determine how best to proceed, including notification of any person(s) the missing student might have earlier opted to list with the College, as “contact person(s).” This “confidential contact” may be different from any general emergency contact that the student may also identify and the College will not assume that a general emergency contact is also the missing person contact. These contact person(s) information will be kept confidential and disclosed only to law enforcement for the purpose of a missing student investigation. If a missing student is under 18-years of age and not emancipated, the student’s custodial parent or guardian will be notified within 24-hours of a determination that the student is missing.

Weapons & Dangerous Substances Policy

Use or possession of firearms, ammunition, explosives, incendiary devices, projectile weapons, or other dangerous weapons, substances, or materials on campus is prohibited, except as expressly authorized by appropriate College officials. Students must not possess any firearms, ammunition, knives (excluding butter knives), martial arts weapons, hunting bows and arrows, or similar items on campus. Use or possession of fireworks on campus is strictly prohibited.

Clery Act Crime Statistics

Overview

Crime statistics include all reports received by DPS and from University officials with significant responsibility for student and campus activities, including those persons designated as *Campus Authorities*. The statistics also include data received from the Marshall Police Department and Saline County Sheriff's Department, for the reporting areas identified above, in response to annual requests from the DPS.

For purposes of reporting arrests and referrals of disciplinary actions for weapons, drug, and liquor law violations in which there are multiple violations, statistics are reported based on the hierarchy rule where weapon violations are reported first, then drugs, then alcohol.

Crime Statistics

Criminal Offenses: On-Campus	2011	2012	2013
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses- Forcible	0	0	2
D. Sex offenses- Non-forcible	0	0	0
D1. Incest	0	0	0
D2. Statutory Rape	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	14	7	7
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Criminal Offenses: On-Campus Student Housing Facilities	2011	2012	2013
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses- Forcible	0	0	2
D. Sex offenses- Non-forcible	0	0	0
D1. Incest	0	0	0
D2. Statutory Rape	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	12	6	4
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Criminal Offenses: Non-Campus		2011	2012	2013
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Negligent manslaughter	0	0	0
C.	Sex offenses- Forcible	0	0	0
D.	Sex offenses- Non-forcible	0	0	0
D1.	Incest	0	0	0
D2.	Statutory Rape	0	0	0
E.	Robbery	0	0	0
F.	Aggravated assault	0	0	0
G.	Burglary	0	0	0
H.	Motor vehicle theft	0	0	0
I.	Arson	0	0	0

Criminal Offenses: Public Property		2011	2012	2013
A.	Murder/Non-negligent Manslaughter	0	0	0
B.	Negligent manslaughter	0	0	0
C.	Sex offenses- Forcible	0	0	0
D.	Sex offenses- Non-forcible	0	0	0
D1.	Incest	0	0	0
D2.	Statutory Rape	0	0	0
E.	Robbery	0	0	0
F.	Aggravated assault	0	0	0
G.	Burglary	0	0	0
H.	Motor vehicle theft	0	0	0
I.	Arson	0	0	0

Hate Crimes: On-Campus (2013)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus (2012)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus (2011)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter		0	0	0	0	0	0	0
B. Negligent manslaughter		0	0	0	0	0	0	0
C. Sex offenses- Forcible		0	0	0	0	0	0	0
D. Sex offenses- Non-forcible		0	0	0	0	0	0	0
D1. Incest		0	0	0	0	0	0	0
D2. Statutory Rape		0	0	0	0	0	0	0
E. Robbery		0	0	0	0	0	0	0
F. Aggravated assault		0	0	0	0	0	0	0
G. Burglary		0	0	0	0	0	0	0
H. Motor vehicle theft		0	0	0	0	0	0	0
I. Arson		0	0	0	0	0	0	0
J. Simple Assault		0	0	0	0	0	0	0
K. Larceny-theft		0	0	0	0	0	0	0
L. Intimidation		0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property		0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2013)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter		0	0	0	0	0	0	0
B. Negligent manslaughter		0	0	0	0	0	0	0
C. Sex offenses- Forcible		0	0	0	0	0	0	0
D. Sex offenses- Non-forcible		0	0	0	0	0	0	0
D1. Incest		0	0	0	0	0	0	0
D2. Statutory Rape		0	0	0	0	0	0	0
E. Robbery		0	0	0	0	0	0	0
F. Aggravated assault		0	0	0	0	0	0	0
G. Burglary		0	0	0	0	0	0	0
H. Motor vehicle theft		0	0	0	0	0	0	0
I. Arson		0	0	0	0	0	0	0
J. Simple Assault		0	0	0	0	0	0	0
K. Larceny-theft		0	0	0	0	0	0	0
L. Intimidation		0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property		0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2012)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: On-Campus Student Housing Facilities (2011)							Ethnicity/ National Origin
	Total	Race	Religion	Sexual Orientation	Gender	Disability	
A. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B. Negligent manslaughter	0	0	0	0	0	0	0
C. Sex offenses- Forcible	0	0	0	0	0	0	0
D. Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1. Incest	0	0	0	0	0	0	0
D2. Statutory Rape	0	0	0	0	0	0	0
E. Robbery	0	0	0	0	0	0	0
F. Aggravated assault	0	0	0	0	0	0	0
G. Burglary	0	0	0	0	0	0	0
H. Motor vehicle theft	0	0	0	0	0	0	0
I. Arson	0	0	0	0	0	0	0
J. Simple Assault	0	0	0	0	0	0	0
K. Larceny-theft	0	0	0	0	0	0	0
L. Intimidation	0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2012)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter		0	0	0	0	0	0	0
B. Negligent manslaughter		0	0	0	0	0	0	0
C. Sex offenses- Forcible		0	0	0	0	0	0	0
D. Sex offenses- Non-forcible		0	0	0	0	0	0	0
D1. Incest		0	0	0	0	0	0	0
D2. Statutory Rape		0	0	0	0	0	0	0
E. Robbery		0	0	0	0	0	0	0
F. Aggravated assault		0	0	0	0	0	0	0
G. Burglary		0	0	0	0	0	0	0
H. Motor vehicle theft		0	0	0	0	0	0	0
I. Arson		0	0	0	0	0	0	0
J. Simple Assault		0	0	0	0	0	0	0
K. Larceny-theft		0	0	0	0	0	0	0
L. Intimidation		0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property		0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2011)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A. Murder/Non-negligent Manslaughter		0	0	0	0	0	0	0
B. Negligent manslaughter		0	0	0	0	0	0	0
C. Sex offenses- Forcible		0	0	0	0	0	0	0
D. Sex offenses- Non-forcible		0	0	0	0	0	0	0
D1. Incest		0	0	0	0	0	0	0
D2. Statutory Rape		0	0	0	0	0	0	0
E. Robbery		0	0	0	0	0	0	0
F. Aggravated assault		0	0	0	0	0	0	0
G. Burglary		0	0	0	0	0	0	0
H. Motor vehicle theft		0	0	0	0	0	0	0
I. Arson		0	0	0	0	0	0	0
J. Simple Assault		0	0	0	0	0	0	0
K. Larceny-theft		0	0	0	0	0	0	0
L. Intimidation		0	0	0	0	0	0	0
M. Destruction/damage/vandalism of property		0	0	0	0	0	0	0

Hate Crimes: Non-Campus (2010)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2012)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2011)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes: Public Property (2010)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
A.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
B.	Negligent manslaughter	0	0	0	0	0	0	0
C.	Sex offenses- Forcible	0	0	0	0	0	0	0
D.	Sex offenses- Non-forcible	0	0	0	0	0	0	0
D1.	Incest	0	0	0	0	0	0	0
D2.	Statutory Rape	0	0	0	0	0	0	0
E.	Robbery	0	0	0	0	0	0	0
F.	Aggravated assault	0	0	0	0	0	0	0
G.	Burglary	0	0	0	0	0	0	0
H.	Motor vehicle theft	0	0	0	0	0	0	0
I.	Arson	0	0	0	0	0	0	0
J.	Simple Assault	0	0	0	0	0	0	0
K.	Larceny-theft	0	0	0	0	0	0	0
L.	Intimidation	0	0	0	0	0	0	0
M.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Arrests: On-Campus	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	11	12	6
C. Liquor law violations	11	5	0

Arrests: On-Campus Student Housing Facilities	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	11	9	4
C. Liquor law violations	11	3	0

Arrests: Non-Campus	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	0
C. Liquor law violations	0	0	0

Arrests: Public Property	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	3	4	2
C. Liquor law violations	6	4	2

Disciplinary Actions: On-Campus	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	2
B. Drug abuse violations	11	12	49
C. Liquor law violations	18	27	85

Disciplinary Actions: On-Campus Student Housing Facilities	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	1
B. Drug abuse violations	8	9	38
C. Liquor law violations	12	25	80

Disciplinary Actions: Non-campus	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	0
C. Liquor law violations	0	0	0

Disciplinary Actions: Public Property	2011	2012	2013
A. Weapons (carrying, possessing, etc.)	0	0	0
B. Drug abuse violations	0	0	3
C. Liquor law violations	0	0	3

Domestic Violence, Dating Violence and Stalking: On-Campus **2013**

Domestic Violence	0
Dating Violence	1
Stalking	0

Domestic Violence, Dating Violence and Stalking: Student Housing Facilities **2013**

Domestic Violence	0
Dating Violence	0
Stalking	0

Domestic Violence, Dating Violence and Stalking: Non-Campus **2013**

Domestic Violence	0
Dating Violence	0
Stalking	0

Fire Report

Overview

The Higher Education Opportunity Act of 2008 requires academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information relating to MVC.

Definitions

- Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

General Statement of College Owned/Controlled Facilities

MVC has 45 facilities, including 36 student living facilities. Listed below is the name, type of facility, and specific fire safety equipment:

Building	Building Type	Fire Safety Systems
Alpha Sigma Alpha	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Ashford Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Baity Hall	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Blackburn Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Blosser Hall	Residential (Dormitory-style)	Fire alarm (Hard-wired), Fire Extinguishers (ABC)
Burns Athletic Center	Athletic Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Conway Apts	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Ferguson Center	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
George Mack Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

House (1156 S. Brunswick Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1166 S. Brunswick Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (303 Edna Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (308 Edna Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (606 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (608 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (610 E. Morrow Street)	Residential (House)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
House (1257 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1260 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1263 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1271 S. Olson Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (512 Rea Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (516 Rea Street)	Residential (House)	Smoke Detectors (Battery-operated)
House (1405 Sharp Street)	Residential (House)	Smoke Detectors (Battery-operated)
MacDonald Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Maintenance Shop	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Malcolm Center for Student Life	Academic/Office Building	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Moreland Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Morrison Fine Arts Center & Gym	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Murrell Library	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Nursing Center	Academic/Office Building	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Porter Brown (Rodeo) Hall	Residential (Dormitory-style)	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Redman Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Roberts Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Science Center	Academic/Office Building	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

Technical Center	Academic/Office Building	Fire Alarm System (Hard-wired), Fire Suppression System (Sprinkler), Fire Extinguishers (ABC)
Theta Phi Alpha (TPA)	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Union Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)
Vail Brown Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Viking Village Apts	Residential (Apartment-style)	Smoke Detectors (Hard-wired), Fire Extinguishers (ABC)
Young Hall	Residential (Dormitory-style)	Smoke Detectors (Battery-operated), Fire Extinguishers (ABC)

All DPS officers and Residence Life staff receive comprehensive fire safety training at the beginning of each academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each residence hall. Fire drills are conducted twice each year in accordance with the National Fire Protection Association Life Safety Code. Basic fire safety instruction is offered to all new and existing employees. Additional training is provided periodically, coordinated by DPS and the Marshall Fire Department and by request from individual departments.

Fire Safety Procedures

When a fire occurs, immediately call 911. If 911 is called from a campus telephone, the caller will be connected with the Saline County Dispatch Center. The Marshall Fire Department (MFD) will be requested for an immediate response to campus. The caller will need to remain on the line with the Dispatch Center to advise where the fire is located. All call from Campus telephones register as 500 East College, Ferguson Center Students and employees should report any fire, serious or otherwise, to the appropriate to DPS.

Students and employees should be aware of the exit locations in the building.

If a fire alarm is activated, immediately leave the building. Get others to do the same as you, leave. Use the stairs, not the elevators, when evacuating the building. Move to the area designated in the Crisis Response Plan for your building. Do not congregate in roadways or service drives.

If a person is disabled or in need of assistance, tell responding emergency services personnel. Use stairwells as a place of refuge until emergency personnel arrive to safely remove the person from the building. Close all doors and windows. This will help contain any possible fire, smoke or poisonous gases. Use fire extinguishers only on small fires or only if it appears safe to do so. Do not put your own safety in danger. Never hesitate to activate a fire alarm system if you suspect fire, smoke or unusual heat. Provide emergency responders with any information you may have about the fire alarm condition or persons injured or needing assistance. Don't re-enter the building until the alarm stops and emergency personnel provide an "all-clear" message.

It is also important to record information on any fire, whether emergency personnel have responded or not. Therefore, if a fire has occurred but was extinguished without emergency personnel responding or if you are aware of a fire that may not have been reported or see evidence of such a fire, you should also call [insert office and phone number] so that the incident may be recorded.

Specific Fire Prevention-Related Policies

It is the policy of MVC to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of MVC is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all College properties, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits. Regarding Fire Safety Inspections, fire and life safety features of the buildings are in compliance with all applicable standards of the Missouri State Fire Marshal's Fire Safety Handbook and National Fire Protection Association (NFPA). The Maintenance Department conducts fire safety inspections of all College properties. Some buildings may be inspected more frequently as deemed necessary.

Basic fire safety instruction is provided during New Employee Orientation. Additional training is available by request from a department or group of employees. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program at the beginning of each academic year.

DPS will coordinate with local emergency agencies and the Missouri State Fire Marshall in the investigation of each fire incident.

To minimize the potential for fires at MVC, it is the policy of the College to prohibit open burning and the use of combustible decorations. Open burning as defined by the College is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. No items shall be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes), on or near exits, on or near exit or emergency lights, on or near any other protective equipment of the College, or in any manner that could present a fall or trip hazard, or impede egress.

To minimize the potential for fires at MVC, it is the policy of the College to prohibit the use of the following items in any College owned or operated facility indoors – unless in accordance with other College policies and procedures: Candles; Crock-pot/Slow Cookers; Fireworks; Grills (indoor or outdoor, including contact grills); Halogen and Lava lamps; Hotplates; Incense; Space or Immersion Heaters; Toaster/Toaster Oven.

If smoke or fire is seen or smelled in a building, immediately call 911 and notify DPS or a Resident Assistant. All building occupants must evacuate the building in the event of smoke or fire or when the fire or smoke alarms sound. Building occupants should exit the building via the nearest exit and then proceed to the area designated for their residence. Everyone must stay in this area for roll call and evaluation of the situation.

No one is permitted to reenter the building without the permission of a College Official. Fire drills will

be held throughout the year. All residents must participate. Refusal to participate in emergency drills or emergency procedures will result in disciplinary action.

Misuse, tampering, or vandalism of fire or emergency alarm systems, fire extinguishers, electrical breakers, or other safety/security equipment is strictly prohibited. Anyone found tampering with such equipment will be prosecuted and immediately dismissed from college.

Fire Safety Inspections and Improvements

Fire protection systems are tested annually under the supervision of the Maintenance Department and Marshall Fire Department. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists. Notify Maintenance Department whenever you notice damage or a possible problem with fire protection equipment. During the fall and spring semesters, Residence Life staff performs monthly general building fire safety inspections. Any fire safety violations will be cited and referred for immediate correction. Violators may be judicially referred. Potential fire safety improvements include building-wide detection and suppression systems. No plans for remediation are in place at this time.

Fire Statistics

Fires: On-Campus Student Housing Facilities (2013)

Building	Physical Address	Number of Fires
Alpha Sigma Alpha	1462 S. Redman Avenue	0
Ashford Hall	1151 S. Brunswick Street	0
Blackburn Hall	525 E. College Street	0
Blosser Hall	828 E. Eastwood Street	0
Conway Apts	1320 S. Conway Avenue	0
	1328 S. Conway Avenue	0
	600 E. Belle Street	0
George Mack Hall	523 E. College Street	0
House (1156 S. Brunswick Street)	1156 S. Brunswick Street	0
House (1166 S. Brunswick Street)	1166 S. Brunswick Street	0
House (303 Edna Street)	303 Edna Street	0
House (308 Edna Street)	308 Edna Street	0
House (606 E. Morrow Street)	606 E. Morrow Street	0
House (608 E. Morrow Street)	608 E. Morrow Street	0
House (610 E. Morrow Street)	610 E. Morrow Street	0
House (1257 S. Olson Street)	1257 S. Olson Street	0
House (1260 S. Olson Street)	1260 S. Olson Street	0
House (1263 S. Olson Street)	1263 S. Olson Street	0
House (1271 S. Olson Street)	1271 S. Olson Street	0
House (512 Rea Street)	512 Rea Street	0
House (516 Rea Street)	516 Rea Street	0
House (1405 Sharp Street)	1405 Sharp Street	0
MacDonald Hall	1260 S. Redman Avenue	0

Moreland Hall	1219 S. Conway Avenue	0
Porter Brown (Rodeo) Hall	1887 S. Lincoln Avenue	0
Redman Apts	1455 S. Redman Avenue	0
	1459 S. Redman Avenue	0
	314 E. Label Street	0
Roberts Hall	521 E. College Street	0
Theta Phi Alpha (TPA)	419 E. College Street	0
Union Hall	1460 S. Redman Avenue	0
Vail Brown Apts	1162 S. Brunswick Street (Apts 1-4)	0
	1164 S. Brunswick Street (Apts 5-8)	0
Viking Village Apts	1466 S. Redman Avenue	0
Young Hall	1457 S. Conway Avenue	0

Fires: On-Campus Student Housing Facilities (2012)

Building	Physical Address	Number of Fires
Alpha Sigma Alpha	1462 S. Redman Avenue	0
Ashford Hall	1151 S. Brunswick Street	0
Blackburn Hall	525 E. College Street	0
Blosser Hall	828 E. Eastwood Street	0
Conway Apts	1320 S. Conway Avenue	0
	1328 S. Conway Avenue	0
	600 E. Belle Street	0
George Mack Hall	523 E. College Street	0
House (1156 S. Brunswick Street)	1156 S. Brunswick Street	0
House (1166 S. Brunswick Street)	1166 S. Brunswick Street	0
House (303 Edna Street)	303 Edna Street	0
House (308 Edna Street)	308 Edna Street	0
House (606 E. Morrow Street)	606 E. Morrow Street	0
House (608 E. Morrow Street)	608 E. Morrow Street	0
House (610 E. Morrow Street)	610 E. Morrow Street	0
House (1257 S. Olson Street)	1257 S. Olson Street	0
House (1260 S. Olson Street)	1260 S. Olson Street	0
House (1263 S. Olson Street)	1263 S. Olson Street	0
House (1271 S. Olson Street)	1271 S. Olson Street	0
House (512 Rea Street)	512 Rea Street	0
House (516 Rea Street)	516 Rea Street	0
House (1405 Sharp Street)	1405 Sharp Street	0
MacDonald Hall	1260 S. Redman Avenue	0
Moreland Hall	1219 S. Conway Avenue	0
Porter Brown (Rodeo) Hall	1887 S. Lincoln Avenue	0
Redman Apts	1455 S. Redman Avenue	0
	1459 S. Redman Avenue	0
	314 E. Label Street	0

Roberts Hall	521 E. College Street	0
Theta Phi Alpha (TPA)	419 E. College Street	0
Union Hall	1460 S. Redman Avenue	0
Vail Brown Apts	1162 S. Brunswick Street (Apts 1-4)	0
	1164 S. Brunswick Street (Apts 5-8)	0
Viking Village Apts	1466 S. Redman Avenue	0
Young Hall	1457 S. Conway Avenue	0