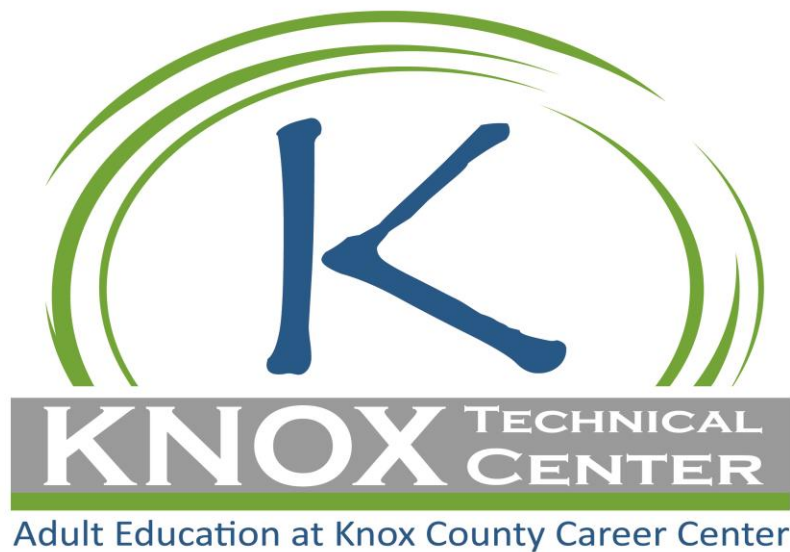


**Knox Technical Center**  
**Adult Education**  
**(Knox County Career Center)**



**Campus Safety and Crime**  
**Policies and Report 2018**

Crime Statistics contained in this report reflect the incidents occurring in 2016 as mandated by the Clery Act  
and the Higher Education Opportunity Act

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## Introduction

Knox Technical Center strives to ensure the safety and security of all students, staff, and guests to the facility while maintaining a positive and productive learning environment. To do this, multiple safety measures have been initiated and are implemented on a continuous basis.

Our Campus Safety and Security, administration, staff, and local law enforcement agencies work together to provide crime prevention, safety awareness, response procedures, and continuous training to achieve the highest level of readiness possible in the event of an emergency.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires postsecondary schools participating in Title IV financial aid programs to publish an annual security report containing policies and statistical information of crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. Knox Technical Center is required to disclose statistics that are reported to the institution as well as to local law enforcement agencies. This report will contain data for calendar years 2014, 2015, and 2016. The purpose of this report is to provide access to reported crimes and arrests, while also outlining policies and procedures essential for sustaining a safe and secure campus environment for all.

## Crime Definitions

*Definitions listed in order of reported data on the 2017 Federal Campus Safety and Security Survey*

**Murder/non-negligent manslaughter:** the willful killing of one human being by another.

**Negligent Manslaughter:** the killing of another person by gross negligence.

**Forcible Sex Offenses:** forcible is directed as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-Forcible Sex Offenses:** incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and rape.

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

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

**Burglary:** the unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

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

**Hate Crimes:** any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are: 4

- Race
- Gender
- Religion
- Sexual Orientation/Gender Identity
- Ethnicity/National Origin
- Disability

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

- Larceny
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

**Weapon Law Violations:** the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons.

**Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations:** the violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor.

### **Crime Statistics – Reportable Areas**

**On-Campus** – any building or property owned or controlled by the institution.

**Public Property** – this area can be described as thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to or accessible from the campus.

Knox Technical Center does not offer on or off campus housing to students or staff. It also does not own or lease any satellite locations or properties.

## Crime Statistics for 2015, 2016, 2017

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The Criminal Awareness and Campus Security Act of 1990.

The Knox Technical Center Financial Aid Coordinator, along with Adult Technical Center personnel, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can be located online at <http://adulstedkccc.org/financial-aid/> . This report is prepared in cooperation with the Mount Vernon Police Department and the Knox Technical Center administration.

Campus crime, arrest and referral statistics include those reported to the Mount Vernon Police Department. Copies of the report may also be obtained at the Adult Career Center or by calling (740) 393-2933.

### Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

### Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

## The Violence Against Women Reauthorization Act of 2013

The Violence Against Women Reauthorization Act amended the Clery Act. Knox Technical Center has included the following crimes in the annual statistical reporting: domestic violence, dating violence, sexual assault, and stalking.

### Violence Against Women Reauthorization Act

	On campus	Private Property	
	2017	2017	
a. Domestic Violence	0	0	
b. Dating Violence	0	0	
c. Sexual Assault	0	0	
d. Stalking	0	0	

**Domestic Violence:** a “felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) ,or
- any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction.

**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; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.”

**Stalking:** “engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

Once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, the student will be asked to complete an institutional form including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report. The student will meet with a counselor to develop a plan for referrals to the Mount Vernon Police and/or social service agencies depending on the student’s request. The student will

also be provided the option of creating an academic plan with the program coordinator and instructor.

## **Crime Notification and Reporting Procedures**

### **Timely Warning System**

In the event that a situation arises, either on or near Knox Technical Center property, that, in the judgment of the School Administration constitutes an ongoing or continuing threat, a campus wide

“timely warning” will be issued to the affected area of the institution or the entire institution as appropriate through school notification system.

The warning will be issued through a district-wide communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Adult Education office phone extension 1100 or in person as appropriate.

Timely warnings may be issued through phone, text, or district-wide email notification to students and staff through School Messenger. Alerts will also be broadcast on the public address system concerning pertinent information and response actions. The public address system allows internal communications to be conveyed to the entire building.

### **Mass Injury**

In the event of mass injuries to students and/or staff, the building administrator will:

1. Call “911”
2. Notify the Superintendent’s Office. The Superintendent or designee shall communicate with the media.
3. Notify Individuals with proper training who can perform first aid including triage.
4. Move uninjured persons to designated areas to be supervised by staff.

## **How to Report Criminal Offenses**

Knox Technical Center strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students and staff should report any knowledge of a criminal or suspicious nature to the Adult Education main office 740-393-2933 extension 1100.

Campus administration will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

**To report a crime:**

Contact the Knox Technical Center Adult Director at 740-393-2933 through the Adult Education main office (non-emergencies or public safety-related matters), or (emergencies or crimes that are in progress). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around public property near the school should be reported to the Adult Education main office.

**In the event of a fire or medical emergency, immediately call 911.**

**Knox Technical Center Encourages Accurate and Prompt Crime Reporting** Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Adult Education Director through the main Adult Education office 740-393-2933 in a timely manner. Delaying the reporting of incidences could cause a delay in the timely warning of criminal activity through emergency notifications as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

If assistance is required from the Mount Vernon Police Department, the school will contact the law enforcement agency. If a sexual assault or rape should occur, staff on the scene will contact the Mount Vernon Police Department.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to so if and when they deem it appropriate to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Knox Technical Center has a licensed counselor available to provide professional counseling services to students and staff as requested.

**Communications on the Grounds**

The building is covered by a public address system which also allows for communicating with the entire building both inside and outside, as well as each classroom directly if needed.

**Media Communications**

In a crisis, it is imperative to disseminate accurate, objective information. All contact with the media should come directly from the Superintendent or designee. In a crisis, media representatives may arrive at the school without prior notification. You may deny access to the news media and do not have to allow cameras in the building. Depending upon the circumstances, this decision needs to be made by the Principal/Adult Technical Center Director in conjunction with the Superintendent or designee.

**Voluntary Confidential Reporting of Criminal Activity**

If the victim of a crime does not want to pursue action at the Knox Technical Center or the criminal justice system, he or she has the opportunity to file a confidential report with the school. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The Knox Technical Center



encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. It is important to remember that because police reports are public records under state law, the Mount Vernon Police Office cannot hold reports of crime in confidence.

## **Facility Access and Enforcement Procedures**

### **Security and Access Policy**

During normal business hours, Knox Technical Center Adult Education is open to students, parents, employees, contractors, guests, and invitees.

### **Visitor Policies**

- Visitors are monitored at the Knox Technical Center Adult Education buildings and encouraged to stop at the main office.
- Students may have no outside visitors during the school day without special permission.
- All outside groups using the building for meetings, seminars, etc. will be required to complete the "Building Use Request" process.

### **Campus Law Enforcement Authority**

Mount Vernon Police Department has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Major offenses are reported to the local police enforcement agency. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Knox County Municipal Court.

Campus personnel work closely with local, state, and federal police agencies. Knox Technical Center is also a part of the Knox County 911 Emergency System.

### **The Role of the Mount Vernon Police Department**

Knox Technical Center recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the institution. All persons on the campus are subject to these laws and rules at all times. Law enforcement officers may enter the campus to conduct business as needed. The Mount Vernon Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone. The school utilizes the telephone to contact the county emergency dispatch center (911) for fire and emergency medical needs. All victims are offered an opportunity to report crimes to local police where appropriate. Annually, the Mount Vernon Police Department provides a summary of all crime occurring on campus and surrounding property.

### **Student Standards of Conduct**

Adult Technical Center students are expected to conduct themselves according to the instructors' classroom management rules, as well as the policies and procedures of the Knox Technical Center. The instructor will be responsible for enforcing building rules and exhibiting good classroom management. Students who fail to comply will be referred to the program coordinator or Adult Education Director for further action.

**Students must abide by the following policies:**

**Weapons Policy - OSBA**

**WEAPONS IN THE SCHOOLS**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **Alcohol and Drug Policy –OSBA**

### **ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building director with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent/designee establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

## **Awareness and Prevention Programs for Students and Staff**

### **Security Awareness Programs for Students and Staff**

At the beginning of the academic year, students are required to complete training on issues of school safety and awareness. Similar information is available to new employees through the Ohio Public School Works system. Online informational sessions can be viewed by all staff members through this portal. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **Crime Prevention Programs for Students and Staff**

Knox Technical Center personnel facilitate programs for students and staff providing a variety of educational strategies.

### **Substance Abuse Education Programs**

Drug Prevention Program - Drugs and Alcohol (Drug-Free School and Community Act of 1989) Knox Technical Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Knox Technical Center has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help from the Knox County Freedom Center, and to direct the individual toward the best assistance available.

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available through a variety of Knox Technical Center and community-based services.

There are drug/alcohol counseling, treatment and rehabilitation facilities available in the area where students can seek advice and treatment. The yellow pages of the local telephone book and the internet are an excellent resource to assist in location such facilities. Students can visit contact the local Freedom Center at 740-397-2660 or view online [www.ohiodrugrehabilitation.com](http://www.ohiodrugrehabilitation.com) for more information. The Bureau of Drug Abuse in Columbus, Ohio is the State Drug Abuse Prevention and Treatment Center and can be reached at (614) 466-7893.

In addition, there are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00AM - 2:00AM, Monday through Friday and 11:00AM - 2:00AM on weekends, 1-800-662-4357.

Contact any of the resources listed above for referral. Anonymity will be respected.

## Sanctions

### Student Sanctions

In cases of civil or criminal action against a Knox Technical Center student, the institution does reserve the right, for educational purposes, to review any action taken by authorities. The institution may, at its discretion, introduce further sanctions if the student's conduct has interfered with the institutional exercise of its educational objectives or responsibilities to its members. The Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a "Code A" offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

The Student Code of Conduct also prohibits the possession and/or use of marijuana, and the unauthorized use of alcohol. Violation of these standards constitutes a "Code B" offense and the student will be subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct. A student admitted to Knox Technical Center accepts the responsibility to conform to all institutional rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

### Local, State & Federal Legal Sanctions

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from an Adult Career Center Director or Supervisor.

Local & State: Ohio Revised Code Chapters 2925 - Drug Offenses 3719 - Controlled Substances 4301 - Liquor Control Laws.

Federal: Federal (Harrison) Narcotic Act Federal Narcotic Drugs Import and Export Act Federal Food Drug and Cosmetic Act Federal Alcohol Administration.

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference. Federal penalties and sanctions for illegal possession of a controlled substance 21. U.S.C. 844 (a).

1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00 but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.00 but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00 but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both if:

- A.) 1st conviction and the amount of crack possessed exceed 5 grams.
- B.) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- C.) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

22. U.S.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21. U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844 a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

21. U.S.C. 853 a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

### **State Laws, Penalties and Sanctions For Drug Offenses**

- 2925.02 Corrupting another with drugs.
- 2925.03 Trafficking, aggravated trafficking in drugs.
- 2925.04 Illegal manufacture of drugs - illegal cultivation of marihuana - methamphetamine offenses.
- 2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.
- 2925.05 Funding, aggravated funding of drug or marihuana trafficking.
- 2925.06 Illegal administration or distribution of anabolic steroids.
- 2925.09 Unapproved drugs - dangerous drug offenses involving livestock.15
- 2925.11 Possession of controlled substances.
- 2925.12 Possessing drug abuse instruments.
- 2925.13 Permitting drug abuse.
- 2925.14 Drug paraphernalia.
- 2925.22 Deception to obtain a dangerous drug.
- 2925.23 Illegal processing of drug documents.
- 2925.24 Tampering with drugs.
- 2925.31 Abusing harmful intoxicants.
- 2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide.
- 2925.33 Possessing nitrous oxide in motor vehicle.
- 2925.36 Illegal dispensing of drug samples.
- 2925.37 Counterfeit controlled substance offenses.
- 2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency
- 2925.55 Unlawful purchase of pseudoephedrine product.
- 2925.56 Unlawful sale of pseudoephedrine product.
- 2925.57 Illegal pseudoephedrine product transaction scan.
- 2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.

## **Sexual Offense Policy and Procedures**

### **Disclosures to Victims of Violent Crimes or Non-Forcible Sex Offenses**

Knox Technical Center will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Preventing and Responding to Sex Offenses**

Knox Technical Center educates the student community about sexual assaults and date rape through the on-line orientation process. The Mount Vernon police department offers sexual assault education and information programs to students and employees upon request.

#### **In the event of a reported rape or sexual assault:**

1. Notify the Adult Director through the main Adult Education office by calling 740-393-2933.
  - a. Notify Administrator to call appropriate personnel and the Mount Vernon Police Department.

**OR**

- b. Contact the Mount Vernon Police Department directly at Telephone Number: 740-393-9559  
A school employee may request to have a school administrator present when notifying the Adult Director, Children Services, or the Mount Vernon Police Department.

2. Notify a building administrator if you have not already done so.

3. If appropriate, the administrator may:

- a. Contact the Adult Director, if the Adult Director has not already been contacted.
  - b. Phone the parent/family.
  - c. Contact the school counselor.

4. The alleged victim, Adult Director, Children Services, or Mount Vernon Police will decide whether the victim will go to the hospital or another facility for medical attention and gathering of evidence.

-Tell the victim not to destroy any physical evidence. Do not wash the victim.

-Do not wash or clean articles touched by the perpetrator.

#### **These are the suggested actions when reporting a sexual assault:**

1. The first priority should be to get to a place of safety. Get in contact with a friend, family member or individual who can provide immediate help.

2. Next, obtain necessary medical treatment.

3. School security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school counselor, School Administrator, or security official.

Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);

Assure the victim that they have access to free confidential counseling.

Possible resources include the Rape Crisis Hotline (1-800-888-6161).

Any employee is legally obligated to report to the appropriate law enforcement agency if a student reports that a rape or “date rape” has occurred even if it occurred out of school. Knox Technical Center will cooperate with local police and laws enforcement agencies pertaining to any and all sexual assaults reported as occurring on-campus.

### **Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Knox County Career Center with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the institution. The Knox Technical Center can access this list if requested.

A list of all registered sex offenders in Knox County is available at the Knox County Sheriff’s Office <http://www.knoxcountysheriff.com/> in Mount Vernon, Ohio and the zip code is 43050. In addition, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <http://www.drc.ohio.gov/OffenderSearch.search.aspx>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. All staff members are required to undergo pre-employment criminal background checks.



## Emergency Reference Sheet Quick Reference Sheet

### Situation

### Action

Blood and Bodily Fluids	Notify Administration	Secure area. Wash Hands. Eye Stations located in all KCCC buildings.
Bomb Threat	Notify Administration/ If Administration is not available Call 911	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights. Follow Yellow Flip Chart instructions in room.
Child Abuse/Neglect	Notify Administration	Contact Children Services.
Fire & Explosion	Call 911- Evacuate and Pull nearest fire alarm on way out/Call 911	Follow Yellow Flip Chart instructions in room.
Hazardous Materials Emergency	Call 911	Evacuate students in area. Notify Administration. Follow Yellow Flip Chart instructions in room.
Hostage Situation	Call 911	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Administration	Direct/escort subject to office.
Lock-down Procedures	Notify Administration	Follow Yellow Flip Chart – A.L.I.C.E. process.
Natural Gas Oder	Call 911 – Evacuate and Pull nearest fire alarm on the way out	Follow Yellow Flip Chart instructions.
Suicide/Suicide Attempt	Call 911	Notify Administration.
Tornado/Severe Weather	If you spot funnel cloud notify administration	Follow Yellow Flip Chart – proceed to designated safety zones.
Weapon	Notify Administration	Follow Yellow Flip Chart instructions in room

**Phone Numbers – Agency**

**Any Emergency – Call 911**

<b>Agency</b>	<b>Emergency Number</b>	<b>Fax Number</b>
Knox County Sheriff's Office	740-393-6800	740-393-5277
Mt. Vernon Police	740-393-9559	740-393-1406
Mt. Vernon Fire Department	740-393-9515	
AEP Electric	1-800-277-2177	
Columbia Gas	1-800-344-4077	
Poison Control Center	1-800-222-1222 Nationwide	
American Red Cross-Local	740-397-6300	740-397-6093
Knox Community Hospital	740-393-9000	
Knox County Health Department	740-392-2200	740-392-9613
Knox County Emergency Management Agency	740-393-6772	
Knox County Children Services	740-397-7177	740-392-1249
New Directions Domestic Abuse Shelter and Rape Crisis Center	740-397-4357	