2013 Annual Campus Security and Fire Safety Report
Equal Opportunity Policy
Otterbein subscribes to a policy of equal opportunity. Otterbein believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the Otterbein seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty, and staff. For these reasons, decisions concerning admission to Otterbein academic and other programs, as well as employment decisions in all Otterbein departments and offices, are made on the basis of an individual’s qualifications to contribute to meeting Otterbein’s educational objectives and its institutional needs. In applying this policy, Otterbein is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status, or disability unrelated to job or program requirements.

Otterbein’s president is responsible for overseeing the implementation of this equal opportunity policy. The Director of Human Resources is responsible for monitoring Otterbein practices and procedures to ensure compliance with our policy and federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act and Title IX of the Education Amendments of 1972. Inquiries regarding these matters should be directed to the Director of Human Resources, Otterbein University, 1 South Grove Street, Westerville, Ohio 43081 or (614) 823-1805.

Nondiscrimination Policy
Otterbein University does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, national or ethnic origin, political affiliation, marital or veteran status in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chairperson of the Affirmative Action committee; the Vice President for Academic Affairs; or the Director of Human Resources.

Otterbein Diversity and Inclusion Statement
In its mission to educate the whole person in a context that fosters the development of humane values, Otterbein University is committed to the values and practices of diversity and inclusion. The Otterbein Community considers diversity a source of innovation, creativity, and human flourishing. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include but are not limited to race, ethnicity, nationality, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region.

To ensure that all members of the Otterbein Community have the opportunity to participate and contribute to the community, the University is committed to inclusive practices. In an inclusive organization, each person’s resources and contributions are recognized, respected, and used in service to the organization’s goals; it is a place where people feel valued, respected, and heard, and where people are fully able to contribute.

Otterbein considers diversity as an integral part of the University’s achievement of excellence. Diversity and inclusion have the ability to broaden and deepen both the educational experience and academic environment. In a diverse campus community that promotes inclusiveness, mutual respect, and open discussion, students, faculty, and staff have the ability to learn from their similarities, differences, and personal experiences. Such conditions foster the development of understanding and recognition, in that all members benefit from the opportunity to hear alternative points of view from diverse social groups, preparing them to participate in an increasingly complex, interdependent, and pluralistic world.

The practices of diversity and inclusion provide the conditions for life-long learning, as well as the conditions for exploration and human flourishing. Educational practices that incorporate civil communication and inclusive participation can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and excellence.

Otterbein is committed to recognizing and nurturing merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented.
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IMPORTANT PHONE AND E-MAIL CONTACT INFORMATION

Emergency Calls:
For police, ambulance, and/or fire department emergencies: 911

Non-Emergency Calls:
For assistance from an Otterbein University Police Officer:
- From a non-campus phone: 614-823-1222
- From a campus phone: 1222
- From e-mail: police@otterbein.edu
For assistance from a Westerville Division of Police Officer: 614-882-2213

Medical Facilities:
Otterbein Health Center (Monday—Friday: 9:00 a.m.—5:00 p.m.)
- From a non-campus phone: 614-823-1345
- From a campus phone: 1345
Mt. Carmel St. Ann’s Hospital, 500 South Cleveland Avenue:
- Main number: 614-898-4000
- Emergency Department: 614-898-4040
- Patient / Visitor Information: 614-898-4100
Ohio Health Westerville Medical Campus, 300 Polaris Parkway:
- Information: 614-533-3000
- Scheduling: 614-566-1111

Otterbein Phone Numbers:
Service Department:
- From a non-campus phone: 614-823-1300
- From a campus phone: 1300
Student Affairs:
- From a non-campus phone: 614-823-1250
- From a campus phone: 1250
E-mail: studentaffairs@otterbein.edu
LETTER FROM THE CHIEF OF POLICE

Thank you for taking time to read this year’s Annual Campus Security and Fire Safety Report. This report is designed to provide you with important information about security and fire safety on campus. In addition to outlining the details of the many safety programs Otterbein offers its community members, the report also contains statistics about reported crimes and fire initiatives on campus.

The safety you experience on campus is due in part to the combined efforts of many different departments and individuals. Safety is a shared responsibility and we rely on every community member to contribute to security on campus by using common sense when going about their daily activities and reporting suspicious activities when observed.

The Otterbein University Police Department is primarily responsible for developing services, programs, and strategies for maintaining a reasonably safe campus. In order to meet this goal, the Department focuses primarily on four functions. First is a strong partnership with and service to the campus community. We recognize that we exist to provide service to the campus community and support the idea that all relationships require constant nurturing. We are committed to the philosophy of community-oriented public safety and problem solving. Through utilizing officers to serve as liaisons with various student organizations, residence halls, varsity athletic teams, and administrative and academic offices, we are able to service the individualized needs of the campus community.

Second, the Otterbein University Police Department focuses on crime prevention and safety related programming to promote individual responsibility and community safety. The Department offers a wide range of training opportunities that are presented throughout the academic calendar at varying times and locations. Crime prevention and safety related programming currently scheduled can be viewed on the Otterbein Police Department web-site at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CrimePrevention.aspx.

Third, we focus on the emergency management function which requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. Otterbein has a proactive approach to planning for emergencies, having hosted and participated in several critical incident table-top exercises involving participants from many of Otterbein’s departments and offices, as well as City of Westerville and central Ohio emergency preparedness representatives.

Finally, the department is charged with the enforcement of Ohio and Westerville laws and ordinances, as well as Otterbein judicial regulations and policies. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without disruption.

We hope you find this report informative and helpful, and that your stay at Otterbein will be enjoyable and safe. If you have questions or would like further information about safety and security at Otterbein, please visit us at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx or contact us at (614) 823-1222.
2013 ANNUAL CAMPUS SECURITY / FIRE SAFETY REPORT
Information prepared by the Otterbein University Police Department

LETTERS OF APPRECIATION

February 27, 2012:
I am writing this letter to praise your officer who went above and beyond his normal duty to help me find a special earring I had lost. He was very professional and showed empathy as we retraced my steps for that day. The next day he checked the dumpsters and two days later found the earring in the mud! He has definitely left an impression on me and many others.
Karen Eckelbarger
Admin. Asst. to Registrar

April 13, 2012:
I want to thank you for the excellent Weapons Safety and Maintenance program you presented to my “Props for the Theatre” class. The breadth of your knowledge is amazing and the manner in which you presented was outstanding. My students continued talking about the great information you gave us long after you left the class. That doesn’t happen very often.
Gregory Bell, Professor
Dept. of Theatre & Dance

March 22, 2012:
Just wanted to thank you for watching out for me Tuesday night!... A lot of stressors were taking a toll so I just started running… Thanks for coming to get me.
Otterbein student

OTTERTBEIN UNIVERSITY POLICE DEPARTMENT
Mission and Core Values:

Mission Statement:
The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University is a private, church-related, coeducational University that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate and Master's levels. Our commitment is to the liberal arts as the broad base of all learning.

The mission of Otterbein University Police Department is to provide a safe and secure environment for students, faculty, staff and visitors. The Department will accomplish this by protecting constitutional rights; and enforcing Otterbein Rules of Conduct. The Department will provide professional police and security services in support of the University’s mission consistent with the educational philosophy and principles of Otterbein.

Core Values: The Otterbein University Police Department remains dedicated to service and committed to excellence, focusing on the following core values:

Service – We recognize Otterbein students, staff and faculty are our primary responsibility and are committed to providing timely, professional, and courteous safety / police services and educational experiences to meet and exceed their needs and requests.

Professionalism – We are committed to the highest level of professional standards through development of highly trained and motivated employees.

Integrity – We recognize the importance of personal responsibility and hold ourselves accountable to the highest levels of honesty, truthfulness, and ethical conduct. Our actions must reflect sound moral principles that promote trust within and for our organization.

Sense of Urgency – We are committed to providing prompt response to calls for service and needs of the campus community as they arise.

Education – We support the educational climate of Otterbein and are dedicated to the concept of lifelong learning. We will adapt to change and prepare for future challenges through professional growth.
OTTERBEIN UNIVERSITY POLICE DEPARTMENT

Security to Police Department Transition
On February 7, 2009, the Otterbein Board of Trustees passed a resolution creating the Otterbein University Police Department, per authority under Ohio Revised Code 1713.50 (see right insert), and department members were commissioned as Otterbein University Police Officers on February 11, 2009. Though much thought and research had already been invested into this project, this officially began the process of transitioning the Security Department to a sworn, law enforcement agency. The decision was made to not make an over-night transition to a police department, but rather postpone the transition until the department had completely established the administrative, training and equipment foundations necessary to roll-out a professional, competent and efficient law enforcement agency. As such the Security Department’s daily operations did not change until July 1, 2011, when the Otterbein University Police Department (OPD) commenced daily operations as a police department. By this time OPD had fully developed police policies and procedures, and obtained equipment and training to meet the demands of a police department. Policies and procedures were developed following the strict standards established by the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.) and by the International Association of Campus Law Enforcement Administrators (I.A.C.L.E.A.). Additionally, law enforcement agencies at the state, county, local and campus levels that have met the rigorous accreditation standards were conferred with and provided assistance in developing policies and procedures.

The Otterbein Police Department is dedicated to providing a professionally trained and skilled law enforcement officer. This requires a determined effort to provide training and demonstration of proficiency in knowledge and skills. As such, monthly, semi-annual, annual and other continual professional training has been adopted to enhance the technical, cognitive and practical knowledge and skill levels of the officers. Each month officers participate in a structured training curriculum that reviews and tests their knowledge of pertinent department policy and procedure; officers participate in an on-line law enforcement specific training class, and officers demonstrate proficiency in selected practical skills. Twice each year officers attend departmental In-Service training that is designed to address law enforcement concepts specific to Otterbein and campus policing. Annually officers attend week-long In-Service training with the Westerville Division of Police. Additionally all officers attend law enforcement training presented by subject matter experts throughout the year. All officers have successfully completed peace officer training and are certified as police officers by the Ohio Peace Officer Training Commission (OPOTC).

Working Relationship and MOU with Westerville Police
Westerville police administration views the creation of OPD as a force-multiplier that enhances the safety and security of Westerville, it’s residents, it’s businesses and it’s visitors. A mutual aid agreement between Otterbein and the City of Westerville was enacted that enables Otterbein police officers to provide mutual aid assistance to Westerville public safety forces upon request or during emergency situations, and grants OPD jurisdictional authority on roadways passing through and beside campus property. Otterbein officers can and do respond to student-related incidents that occur in close proximity to campus when requested by Westerville Police.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
OTTERBEIN UNIVERSITY POLICE DEPARTMENT

OPD Authority and Services Provided
The Otterbein University Police Department (OPD) is comprised of 10 full-time OPOTA certified police officers and an administrative assistant. Officers provide 24-hour police and security services on campus and to off-campus student organization facilities, and respond to requests for services on campus and in close proximity to campus. OPD reports and/or investigates criminal and non-criminal activity occurring on campus, at off-campus locations of student organizations officially recognized by Otterbein, and off-campus when requested by the Westerville Division of Police or the Otterbein Division of Student Affairs.

Safety and security services OPD provides to the campus community include general patrol; security escorts; facility/residence access and security; vehicle jumps and unlocks; bicycle registration; crime prevention programming; fire safety; and emergency preparedness and training. OPD enforces state law, City of Westerville Ordinances, and Otterbein Campus Life Handbook (CLH) regulations, including parking regulations and violations of the Student Code of Conduct. Persons found in violation of Otterbein CLH parking regulations are issued citations with the fine being assessed to their student account. Those issued parking citations may submit an appeal of the citation to the Traffic Council. Individuals found in violation of the Otterbein Student Code of Conduct are summoned by the Division of Student Affairs to appear, depending on the severity of the violation, and enter a plea before the Assistant Director of Residence Life, Judicial Hearing Officer, or Judicial Council.

OPD maintains a close working relationship with the Westerville Division of Police (WPD) and surrounding local law enforcement agencies. OPD and WPD often work together during major events and investigations occurring on campus. When an Otterbein student is involved in an off-campus incident, OPD officers typically are notified and may assist with an investigation when requested by WPD. WPD officers routinely work and communicate with OPD officers on incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Otterbein operates several off-campus student organization residential facilities to which OPD officers are the primary agency dispatched to address calls for service. OPD officers are dispatched by the Westerville Communications Division and have direct radio communications with Westerville police, fire and emergency responders to facilitate a rapid response in any emergency situation.

REPORTING SUSPICIOUS PERSONS, CRIMINAL INCIDENTS AND OTHER EMERGENCIES

911 (Criminal Reporting) / 614-823-1222 (Non-Criminal Reporting): All students, employees, and guests should promptly report criminal incidents and other emergencies to the police department by dialing 911. Non-criminal incidents should be reported to the Otterbein Police Department by dialing 614-823-1222. Individuals also may report incidents in person at the Otterbein Police Department’s office located at 194 West Main Street.

Blue Light Phones: Otterbein has installed emergency two-way call boxes (blue light phones) throughout campus for use during emergencies. By pressing the button on the stations, users can communicate directly with an Otterbein police officer. Upon receipt of the emergency call, the location where the blue light phone the call initiated from is digitally displayed to the officer.

Confidential Reporting Procedures: Otterbein Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Under Ohio law persons who have knowledge of a felony crime are required to report the crime to the police. Failure to report a felony crime may itself be a crime. As such, Otterbein does not have a policy that permits confidential reporting of felony crimes. Felony crimes reported to the Otterbein Police Department will be investigated or directed to the appropriate law enforcement agency. Exceptions to the crime reporting requirement do exist as noted in the Ohio Revised Code, i.e. attorney and client; licensed psychologist or licensed school psychologist and client; member of the clergy, rabbi, minister, or
priest and any person communicating information confidentially to the member of the clergy, rabbi, minister, or priest for a religious counseling purpose of a professional character. For information on requirements of reporting a felony crime and the exceptions to this requirement, please see Ohio Revised Code §2921.22.

Victims and witness of non-felony crimes, though not required to report such activity, are encouraged to do so to maintain and enhance the safety and security of the entire Otterbein and surrounding community.

Anonynous Reporting: Individuals may anonymously report criminal and non-criminal incidents to the Otterbein Police Department via the Silent Witness link (see “Silent Witness” insert at right) on the Otterbein police web site at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/silent-witness.aspx

It is important to understand that the United States Supreme Court has ruled that anonymous tips lack any reliability in the eyes of the court and require independent verification by law enforcement before acted upon. Therefore any anonymous information received about criminal activity must be independently verified by law enforcement before action is taken.

Policy Statement Addressing Counselors: Campus “Pastoral Counselors” and campus “Professional Counselors”, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

REQUESTING ROUTINE ASSISTANCE
To request routine assistance from the Otterbein Police Department, please contact our office by phone 24-hours a day at (614) 823-1222, or during normal business hours on weekdays stop by the Otterbein Police Department office located at 194 West Main Street. For inquiries or non-time sensitive assistance, the Otterbein Police Department may also be contacted by e-mail at police@otterbein.edu.

Routine requests include, but are not limited to:
• Room unlocks
• Vehicle assists (such as jump starts and lockouts)
• Vehicle registration and parking assistance
• Reporting maintenance problems after normal business hours and on weekends and holidays
• Requesting an officer to take an incident report for non-emergency situations

TIMELY WARNING NOTICES
When the Otterbein Police Department (OPD) becomes aware of an incident that, in the judgment of Otterbein’s Chief of Police or their designee, constitute an ongoing or continuing threat to the campus community, Otterbein Police will issue a timely warning in the form of a Crime Alert to the community. Depending on the particular circumstances, a timely warning issued by Otterbein Police may be disseminated by using one or a combination of the following: e-mail; posting on Police Department web site; bulletin to various campus publications; posting on campus bulletin boards; and/or activation of the Cardinal Red Alert Emergency Notification system.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
EMERGENCY PREPAREDNESS

Otterbein has long recognized the need to be prepared for critical incidents. Otterbein PD and various offices work together to ensure Otterbein is doing all it can to prevent, prepare for, respond to, and recover from emergency situations. In conjunction with local first responders, such as the Westerville Divisions of Police and Fire, the Franklin County Emergency Management and Homeland Security Agency, Otterbein is well-prepared to respond to a full range of critical incidents.

The Otterbein Chief of Police and Safety Committee members are responsible for maintaining and updating emergency response procedures with the help and cooperation of the campus community and local emergency response agencies, such as police, fire, and rescue personnel. Vice Presidents and, in particular, departmental chairpersons, work with the Chief of Police to follow the best practices with regards to responding to a crisis on campus. Emergency plans are established to insure pre-planning, incident response and incident restoration/recovery are addressed. Each year the Otterbein community participates in a critical incident roundtable to test and evaluate the readiness and efficiency of our emergency response planning. Also, each facility on campus conducts at least four structured evacuation tests per year.

Otterbein PD ensures emergency protocols and plans are updated as needed. Otterbein PD’s emergency preparedness website, located at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/emergency-preparedness.aspx, not only contains important information about what to do during an emergency, but it also outlines the various initiatives underway to enhance preparedness.

One such initiative to enhance emergency preparedness is the Cardinal Red Alert Emergency Notification System. Cardinal Red Alert is an emergency mass notification system that allows the Chief of Police or their designee to send news and instructions to community members through landline and cellular phones, text messaging, and e-mail within moments of a critical incident. The purpose of these messages is to alert, inform, and reassure the community during emergencies. Information on what the crisis is, campus areas affected, evacuation or shelter in place instructions, information on when the emergency has passed, as well as other pertinent information is able to be forwarded through the Cardinal Red Alert Emergency Notification System. Once the Chief of Police confirms there is a pending or ongoing critical incident that affects or will affect the Otterbein community, the Chief of Police, working with the approval of the Vice President for Student Affairs, will initiate a message on the Cardinal Red Alert Emergency Notification System without delay. The issuance of the notification may be delayed if issuing the notification would compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency. Otterbein students, faculty and staff are automatically signed up for Cardinal Red Alert, but may opt out by visiting http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/redalert.aspx.

Additionally, the Campus Emergency Operations Plan is posted on the University’s intranet, accessible to all Otterbein students, faculty and staff; and each office and classroom has posted in it an Otterbein Emergency Response Flipchart. This flipchart provides the user a quick and easy reference tool to emergency telephone numbers and safety measures to take during a crisis or emergency.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
STUDENT HOUSING SECURITY

Otterbein’s student housing program is designed to promote a safe and secure living environment for all residents. Entrances to all residence halls as well as access to living areas, are locked 24-hours a day. Access into residence halls and specific hallways is restricted to those students and authorized Otterbein staff by a card reader system. Authorized students and staff use their issued Otterbein Cardinal Card to gain entrance to the residence hall and other facilities on campus. Each residence hall resident is issued a door key that will unlock their specific residence hall room’s dead bolt lock. To ensure the safety of residents, there are procedures for replacing lost room keys and accidental lockouts. A Resident Assistant (RA) is on duty every night in each residence hall from 9 p.m. to midnight as an additional security feature and to provide requested services as needed. One Assistant Director of Residence Life (ADRL) is also on duty every night that provides overall supervision to the residence halls. Cameras are also located in each residence hall at entrances or high foot traffic areas to provide an additional security presence for the residents.

At Otterbein, access into the residence halls is restricted to student residents, escorted guests and authorized Otterbein personnel. Unescorted visitors are not permitted in the residence halls. Residence hall lounges with exterior entrances have a 24-hour visitation policy, but visitation by guests of the opposite sex is restricted to 9:00 a.m. to 2:00 a.m. every day elsewhere in residence halls. Students may have escorted guests in their rooms during these hours. Residence hall occupants have the option of further restriction of visitation hours within their individual residence halls.

In addition to the residence halls, there are several other living accommodation options available at Otterbein. Otterbein owns several houses and apartment style complexes where the residents are issued keys particular to their living area. Residents have keys to the outside doors and separate keys for their bedrooms. Residents in these facilities are encouraged to utilize the security features established in their house or apartment, which are similar to those used in residence homes and apartments. Otterbein also has several Greek residences, six residence fraternities and six residence sororities, with two fraternity and four sorority buildings owned by Otterbein. The organizational alumni or private landlords own the other Greek houses. Residents of Otterbein recognized Greek houses are responsible for the security of their own houses. Greek houses are similar to privately owned homes. Therefore, residents should take responsibility for following safety procedures to protect themselves. The Otterbein Police Department does not maintain key control or key distribution for any of the houses, nor does the Otterbein Police Department check to see if doors are secured. Otterbein Police officers do conduct visual observations of these properties.

Finally, many students live in privately owned apartments or housing within a twenty-five mile radius of the campus. Crime prevention programs that emphasize security and safety procedures for residents, in addition to all other crime prevention programs, are provided upon request for students who reside in off-campus housing.
Accessing campus facilities

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. Otterbein encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours during the school year. Access to some areas within campus facilities, and after-hours access to many of the academic and administrative facilities is regulated by key or an automated card access control system. Individuals who wish to access Otterbein buildings or property during non-business hours or for special events should contact the appropriate department chair or Division of Student Affairs.

Crime Prevention Education and Awareness

Otterbein is dedicated to eliminating and/or minimizing criminal activities through the eyes and ears of all faculty, staff, students, friends and neighbors of the campus community. Crime prevention brochures and other printed materials are available at the Otterbein Police Department for the entire Otterbein community. Crime prevention programs emphasizing security and safety procedures for students and faculty/staff members are routinely presented throughout the academic year and are available upon request by individuals or groups. Crime Prevention and Security briefings are offered during summer orientation sessions to parents, and students have the option to attend the same presentation during New Student Weekend activities. Human Resources provides new employees with an emergency flipchart, crime prevention safety tips and requires new employees to attend Sexual Harassment Prevention training.

Some of the crime prevention / safety programs presented are:

- **Introduction to Crime Prevention:** General crime prevention tips will be presented in the following areas: property theft, identity theft, sexual assault crimes, strangers/solicitors in residence halls, alcohol and drugs, date-rape drugs, fire safety, emergency preparedness, and weather emergency plans. The community approach to crime prevention will be emphasized. This is a broad overview of safety and security on campus.

- **Crisis Response on Campus—Active Shooters:**
  - **Phases 1 and 2:** University and workplace incidents across the nation, common suspect characteristics, law enforcement's response during an incident, and survival tactics for students, faculty and staff in residence halls, academic and administrative areas will be emphasized. The discussion will also include information on the growing trend of violence on campuses, and in society. Set in a classroom environment, students will learn and practice how to respond in the event of a shooter in their building or classroom. Fleeing, barricading or locking the doors, attacking the shooter, securing weapons, and other important safety issues will be discussed.
  - **Phase 3:** Hands-on self-defense techniques designed to teach students to react when confronted with deadly force will be emphasized. Securing weapons and suspects, escaping holds, pressure point strikes, and incapacitating suspects will be presented.

- **Introduction to Emergency Response on Campus:** This training is designed to...
CRIME PREVENTION EDUCATION AND AWARENESS (continued)

familiarize the participant with Otterbein’s updated Emergency Response Manual, including an introduction to the Incident Command System (ICS), internal/external/media relations, and departmental and individual responsibilities. It also provides resources to assist departments with establishing their protocols. A tabletop exercise for a critical incident on campus is included in the training.

- **Sexual Assault Awareness and Prevention:** The thrust of the lecture will be presenting the criminal, civil and emotional ramifications of sexual assault. Pre-planning and appropriate decision-making will be emphasized, as well as guidance to victims for healthy recovery. Guest instructors may include police officers, sexual assault nurse examiners, and victims of assaults.

- **Date-Rape Drugs:** Students will receive a detailed explanation of various date-rape drugs. The lecture will discuss drug identification, effects of the drugs, as well as strategies to implement if someone becomes a victim. Prevention options will also be reviewed.

- **Personal Protection and Self-Defense:** The program will provide options for male and female students who are physically attacked. The options will include verbal and physical responses to assault. Appropriate use of force levels will also be presented to protect against civil liability. Appropriate gym clothes should be worn for hands-on training. Safety for all students will be emphasized.

- **Alcohol Decisions; Drugs and the Law:** The program includes Otterbein Student Judicial Council and the Ohio Revised Code's interpretations of illegal narcotic use, possession, manufacturing, sales, etc. The presentation will also address date-rape drugs and alcohol.

- **Internet Safety and Identity Theft:** Students will be introduced to the fastest growing crime in America. The thrust of the training will include identity theft crimes, protecting the student from identity theft, and what to do if one becomes a victim. Other discussion topics include social websites (facebook.com, myspace.com, etc.), cyberscams, and ways to protect your computer.

- **Personal Protection for Women:** Instructed by the Westerville Police Department, women will be taught the safest way to respond, and escape physical assaults from larger, stronger suspects. Students should wear gym clothes and be prepared to roll on the ground with training partners. Safety for all students will be emphasized. The class is limited to the first 30 women registered.

- **Residence Hall Fire Safety:** The Otterbein Police Department in conjunction with the Westerville Division of Fire conducts the training. The thrust of the presentation will include fire hazards in residence halls and the evacuation procedures.

- **Residence Hall Smoke Out:** Westerville Division of Fire uses a smoke machine to emit smoke into a residence hall. Students will be trained to safely exit the hall despite being impaired by smoke.

Additional programs are presented and tailored to individual group needs and requests. Several of the PowerPoint presentations utilized during the training sessions are available to view and review on the Otterbein Police Department’s web site at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CrimePreventi on.aspx.

**Disclosure to Victims of Crimes of Violence or Non-Forcible Sex Offenses:**

Otterbein will, upon written 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 University 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, Otterbein University will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

**Victim / Witness Information:**

Crimes for which victim/witness services are available are defined in the Ohio Revised Code and include all felonies or misdemeanors involving violence to include; negligent homicide, vehicular homicide, assault, aggravated menacing, stalking, menacing, sexual imposition, domestic violence, and intimidation of attorney, crime victim, or witness.

Victims and witnesses are entitled to certain compensations by the Ohio Revised Code and, upon application to the Court of Claims, certain victims may be entitled to compensation and relief for medical benefits, lost wages, replacement service costs, and certain other losses, not to include payments for property loss or damage.

For additional victim/witness information, contact your local prosecutor’s office or visit the Ohio Attorney General’s web site at http://www.ohioattorneygeneral.gov /Victim.aspx
OTTERBEIN ALCOHOL REGULATIONS

A. No signs or advertisements for events being held on or off campus mentioning alcoholic beverages may be posted or used on campus property.

B. Empty alcoholic beverage containers (e.g., beer cans, kegs, liquor, and wine bottles) are prohibited. This includes any empty beverage containers, cartons, box cartons etc. which have been mutilated or changed into posters or wall hangings.

C. The consumption of beverages with alcoholic content and/or the possession of such beverage on campus grounds, in Otterbein buildings, or in a fraternity or sorority house are prohibited.

D. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Ohio and the City of Westerville. Such violations are also considered violations of Otterbein regulations.

HOW TO GET HELP

If you have questions about or difficulties with alcohol or drugs, the following numbers are available to assist you:

Student Affairs: 614-823-1250
Chaplain: 614-823-1409
Human Resources: 614-823-1805
Health Center: 614-823-1345

ALCOHOL AND DRUG

Standards of Conduct

The possession and/or consumption of alcoholic beverages and/or illegal drugs is not permitted on campus grounds. Otterbein is committed to maintaining an environment of teaching and learning, which is free of illicit drugs and alcohol. In compliance with the requirements of the Drug-Free Schools and Community Act Amendments of 1989, all students and employees of Otterbein are notified that the unlawful possession, use and distribution of illicit drugs and alcohol on the Otterbein campus are strictly prohibited. Statements of Otterbein policies against the use of illegal drugs and abuse of alcohol, including sanctions against violations, may be found in the Otterbein Campus Life Handbook and the Employee Handbook. Students and employees in violation of criminal laws of the City of Westerville, State of Ohio, or the United States relating to alcohol or drugs may be subject to arrest and conviction. Conviction can result in sanctions, including probation, fines, and imprisonment. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the requirements and procedures of the Campus Life Handbook. Sanctions may include disciplinary probation, educational programming, or dismissal from Otterbein. Faculty and staff employees who are found to be in violation of this stated prohibition are subject to discipline in accordance with the applicable Otterbein employment rules and procedures. Discipline may include suspension or termination of employment.

Counseling, Treatment, Rehabilitation and Re-Entry Programs

In addition to sanctions designed to reduce alcohol and other drug abuse, Otterbein has a variety of on-campus prevention and education programs as well as access to off-campus screening, intervention and treatment programs available. The Otterbein Student Affairs Wellness Department can provide information and also help put students in touch with a variety of community resources available to assist those who are experiencing alcohol and other drug-related problems. Another resource available to students is the “ECHECKUP TO GO” website. Written for students, this interactive website provides an abundance of information on alcohol and an individual alcohol assessment. All first-year Otterbein students are required to complete ECHECKUP by the first of September.

Otterbein Alcohol and Drug Policy

Otterbein believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages, but believes that the choice of use is properly exercised elsewhere than on campus grounds, in Otterbein buildings, and in fraternity and sorority houses. Therefore, possession, use, production, distribution or sale of alcohol or other drugs is prohibited. Any faculty, staff or student violating the policy will be subject to Otterbein disciplinary procedures according to the Otterbein Campus Life Handbook, available from the Office of the Vice President for Student Affairs; the Faculty Manual, available from the Office of the Vice President for Academic Affairs; and the Administrative Manual and the Personnel Policies Manual for Non-Exempt Staff, available from the Office of the Vice President for Business Affairs.
## ALCOHOL AND DRUG (continued)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NAME</th>
<th>EFFECTS / POSSIBLE HEALTH RISKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td>Drowsiness, slurred speech, nausea, loss of coordination, impaired memory, loss of consciousness / Increased risk of injuries, violence, fetal damage in pregnant women; depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose</td>
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<tr>
<td>Cannabinoids</td>
<td>Hashish</td>
<td>Relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning and memory; anxiety; panic attacks; psychosis / Cough; frequent respiratory infections; possible mental health decline; addiction</td>
</tr>
<tr>
<td>Club Drugs</td>
<td>MDMA (Ecstasy)</td>
<td>MDMA: Mild hallucinogenic effects; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping / Sleep disturbances; depression; impaired memory; hyperthermia; addiction</td>
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<td></td>
<td>Flunitrazepam (Rohypnol)</td>
<td>Flunitrazepam: Sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination / Addiction</td>
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<tr>
<td></td>
<td>GHB</td>
<td>GHB: Drowsiness; nausea; headache; disorientation; memory loss / Unconsciousness; seizures; coma</td>
</tr>
<tr>
<td>Depressants</td>
<td>Barbiturates</td>
<td>Sedation/drowsiness, reduced anxiety, lowered inhibitions, slurred speech, poor coordination, confusion, dizziness, impaired coordination and memory / Slow pulse, lowered blood pressure, slow breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol</td>
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<tr>
<td></td>
<td>Benzodiazepines</td>
<td>Barbiturates: euphoria, fever, irritability / Life-threatening withdrawal in chronic users</td>
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<td></td>
<td>(Ativan, Valium, Xanax)</td>
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<tr>
<td></td>
<td>Sleep Medications</td>
<td>Barbiturates: euphoria, fever, irritability / Life-threatening withdrawal in chronic users</td>
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<tr>
<td></td>
<td>(Ambien, Sonata, Lunesta)</td>
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<tr>
<td>Dissociative Anesthetics</td>
<td>Ketamine</td>
<td>Feelings of being separate from one’s body and environment; impaired motor function / Anxiety; tremors; numbness; memory loss; nausea</td>
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<tr>
<td></td>
<td>PCP &amp; analogs</td>
<td>Also for ketamine: Analgesia, delirium / Respiratory depression and arrest; death</td>
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<tr>
<td></td>
<td>Salvia Divinorum</td>
<td>Also for PCP and analogs: Analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations</td>
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<tr>
<td></td>
<td>Dextromethorphan (DXM)</td>
<td>Also for DXM: Euphoria; slurred speech; confusion; dizziness; distorted visual perceptions, vomiting, paranoia, impaired motor function</td>
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<tr>
<td>Hallucinogens</td>
<td>LSD</td>
<td>Altered states of perception and feeling; hallucinations; nausea</td>
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<tr>
<td></td>
<td>Mescaline</td>
<td>Also for LSD and mescaline: Increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion</td>
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<td></td>
<td>Psilocybin</td>
<td>Also for LSD: Flashbacks, Hallucinogen Persisting Perception Disorder</td>
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<td></td>
<td>Also for psilocybin: Nervousness; paranoia; panic</td>
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<tr>
<td>Opioids and Morphine Derivatives</td>
<td>Codeine, Heroin, Morphone, Methadone Fentanyl and analogs, Other opioid pain relievers (Oxycontin, Percodan, Percocet, Vicodin, Lortab, Lor- cet, Dilaudid, Demerol, Darvon, Darvocet)</td>
<td>Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, constipation / Slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other depressants</td>
</tr>
<tr>
<td>Other Compounds</td>
<td>Anabolic Steroids</td>
<td>Steroids: Hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; prostate cancer</td>
</tr>
<tr>
<td></td>
<td>Inhalants</td>
<td>Inhalants: Stimulation; headache; nausea; slurred speech; loss of motor coordination / Muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Amphetamines (Adderall)</td>
<td>Feelings of exhilaration, increased energy, mental alertness / Increased heart rate, blood pressure, and metabolism; reduced appetite; weight loss; nervousness; insomnia; seizures; heart attack; stroke</td>
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<tr>
<td></td>
<td>Methylphenidate (Concerta, Ritalin)</td>
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<tr>
<td>Tobacco</td>
<td>Nicotine</td>
<td>Increased blood pressure and heat rate / Chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction</td>
</tr>
</tbody>
</table>

Source: drugabuse.gov/drugs-abuse
ALCOHOL AND DRUG (continued)

Legal Sanctions under Local, State and Federal Laws

Alcohol: Westerville ordinance and Ohio law prohibit the following acts related to alcohol — any person from possessing an opened container of beer or intoxicating liquor in any public place, or in any motor vehicle on a street or other public or private property open to the public for vehicular travel or parking; anyone under 21 of purchasing beer or intoxicating liquor; furnish false information to purchase beer or intoxicating liquor; consume beer or intoxicating liquor in a motor vehicle; buy or furnish beer or intoxicating liquor to anyone under 21 years of age unless supervised by parent; as an owner or occupant of any public or private place knowingly permit any underage person to remain in or on the place while possessing or consuming beer or intoxicating liquor; any underage person from knowingly order, pay for, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place; any underage person from being under the influence of any beer or intoxicating liquor in any public place; operate or have physical control of a vehicle anywhere while under the influence; while voluntarily intoxicated in a public place or in the presence of 2 or more persons engage in conduct likely to be offensive or to cause inconvenience, annoyance, or alarm to persons of ordinary sensibilities, which conduct the offender, if the offender were not intoxicated, should know is likely to have that effect on others; while voluntarily intoxicated engage in conduct or create a condition that presents a risk of physical harm to the offender or another, or to the property of another. Convictions of the above misdemeanor violations may result in a fine, incarceration, or both. Unless specified differently, the maximum jail term for a misdemeanor is not more than 180 days, and the maximum fine is not more than $1,000.

Drugs: Westerville ordinance and Ohio law prohibit the following acts related to drugs — knowingly by force, threat or deception, administer to another a controlled substance; sell, offer to sell, prepare for shipment, ship, transport, deliver, prepare for distribution, or distribute a controlled substance; cultivate marijuana or knowingly manufacture or otherwise engage in any part of the production of a controlled substance; knowingly assemble or possess one or more chemicals that may be used to manufacture a controlled substance in schedule I or II with the intent to manufacture a controlled substance in schedule I or II; knowingly obtain, possess, or use a controlled substance; knowingly make, obtain, possess, or use any instrument, article, or thing the customary and primary purpose of which is for the administration or use of a dangerous drug, other than marihuana, when the instrument involved is a hypodermic or syringe; knowingly use, or possess with purpose to use, drug paraphernalia; by deception, shall procure the administration of, a prescription for, or the dispensing of, a dangerous drug or shall possess an uncompleted preprinted prescription blank used for writing a prescription for a dangerous drug; knowingly adulterate or alter any dangerous drug or substitute any dangerous drug with another substance; knowingly adulterate or alter any package or receptacle containing any dangerous drug or substitute any package or receptacle containing any dangerous drug with another package or receptacle; purpose to induce intoxication or similar physiological effects, shall obtain, possess, or use a harmful intoxicant; knowingly possess, make, sell, offer to sell, or deliver any substance that the person knows is a counterfeit controlled substance; possess an open cartridge of nitrous oxide in a motor vehicle. Convictions of the above misdemeanor or felony violations may result in a fine, incarceration, or both. Unless specified differently, the maximum jail term for a misdemeanor is not more than 180 days, and the maximum fine is not more than $1,000. Unless specified differently, the maximum jail term for a felony is not more than 11 years, and the maximum fine is not more than $20,000. Additionally, a student’s eligibility for federal financial aid might be suspended if the offense occurred while receiving federal student aid (grants, loans, or work-study). If convicted of a drug-related offense after submitting the FAFSA, a student might lose eligibility for federal student aid, and might be liable for returning any financial aid received during a period of ineligibility.

Federal Drug Laws: Federal law prohibits the trafficking and illegal possession of controlled substances. Depending on the type of drug and amount, penalties for simple possession range from at most 1 year imprisonment, at least a $1,000 fine, or both; to at most 20 years imprisonment and at least $1,000 fine. Trafficking penalties range from maximum imprisonments of 5 years to life, and maximum fines from $250,000 to $20 million.
ALCOHOL AND DRUG (continued)

Policy to Reinstatement of Federal Financial Aid Following a Drug Violation

The current federal policy states “A student regains eligibility the day after the period of ineligibility ends, or when he or she successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program.”

The federal policy also describes the standards for a qualified drug rehabilitation program: A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Otterbein University will reinstate federal aid if an individual completes a program that meets this standard, including at least two unannounced drug tests. The student will further be required to complete any recommendations that result from participation in a program. If the student fails one or both of the drug tests, he/she will not meet the requirements for reinstatement of federal aid and aid will not be reinstated until the period of ineligibility ends.

The Clerk of Court for the Westerville Mayor’s Court has recommended both the Maryhaven and Crossroads programs. However, it is the responsibility of the student to determine that the selected program meets the Otterbein qualifications to reinstate federal aid, including mandatory drug testing.

Student Code of Conduct: General Statement

Students voluntarily enter into membership in the University community, and in so doing, assume obligations of performance and behavior reasonably agreed upon by that community for the purpose of furthering its missions, objectives, processes, and functions. As a requirement necessary for carrying out its mission, the University community has the right to promulgate and enforce appropriate rules, regulations, and policies and to take action when violations occur. Students, along with the entire University community, are provided the opportunity through the University governance to discuss and propose changes in the rules and regulations.

The enforcement of the Student Code of Conduct is a part of the total educational process that not only protects the academic community but also assists the student in personal development. The function of the student conduct process is, to promote the student’s learning by examining how a present pattern of conduct interferes with, and is thereby a detriment to, the educational process.

It is impossible to write a Code of Conduct which takes into account every kind of behavior, Otterbein University reserves the right to sanction, to suspend, or to dismiss any student or to disband any organization who seriously threatens the well-being of individuals or the University. These actions may also result from student conduct that occurs away from the University’s premises.

All judicial and appeals procedures will be followed before action is taken, except in rare cases when the possibility of imminent danger exists. In such rare cases, the University may suspend a student or organizational chapter pending a hearing, before notifying the chairman of the appropriate judicial body.

Should an accused student be academically dismissed or voluntarily withdraw from Otterbein University before disciplinary proceedings have concluded, the matter may proceed to a hearing and/or a disciplinary hold may be placed on the student’s account. The hold will not prevent an accused student from registering, but would start the judicial process.

EACH STUDENT HAS THE OBLIGATION TO BECOME FAMILIAR WITH SUCH RULES, REGULATIONS, AND POLICIES AND ACKNOWLEDGES HE/SHE SHALL BE HELD ACCOUNTABLE FOR CONDUCT IN THOSE VIOLATIONS, EVEN IN THE ABSENCE OF SUCH FAMILIARITY.
ALCOHOL AND DRUG (continued)

Otterbein University Alcohol / Drug Amnesty: When Assistance is Needed
Otterbein University recognizes the importance of prompt medical assistance and/or treatment for severe alcohol intoxication, alcohol/drug overdose, or physical injury while under the influence of alcohol/drugs. The following amnesty policy has been created to diminish barriers for treatment, reduce harmful consequences of excessive substance use, and increase the likelihood students will seek assistance from Residence Life staff, Otterbein Police and/or medical assistance when needed. While policy violations cannot be overlooked, the University will respond with an educational approach rather than charging students with a violation of the Code of Student Conduct.

- If a student calls University staff or Otterbein Police for assistance for him/herself or another student because of severe intoxication, overdose or physical injury, he/she will not be charged with a violation of the Code of Student Conduct.

- Neither the victim nor the student reporting a sexual assault will be charged with a violation of the Code of Student Conduct if he/she was in violation of the alcohol/drug or visitation policy during the time of the assault.

- Failure to call for medical assistance in an alcohol/drug-related emergency will be considered an “aggravating circumstance” and may impact the judicial decision if Code violations have occurred.

- A representative of an organization hosting an event is expected to promptly call for assistance in an alcohol/drug-related emergency. This act of responsibility will mitigate the judicial consequence against the organization resulting from possible code violations that have occurred at the time of the incident. Failure to call for medical assistance in an alcohol/drug-related emergency will be considered an “aggravating circumstance” and may impact the judicial decision against the organization if Code violations have occurred.

- A student whose actions fall under this amnesty policy will be required to meet with a Student Affairs staff member to review the incident.

- A student whose alcohol/drug use result in transportation to a hospital will be required to undergo an alcohol/drug assessment and complete the resulting recommendations. The student will incur the costs of any ongoing intervention that may be recommended as a result of the initial assessment.

- A student whose behavior falls under this amnesty policy is expected to make better choices related to alcohol/drug use. A student whose behavior repeatedly falls under this amnesty policy may be charged with a violation of the Code of Student Conduct.

- Responsibility for determining applicability of this policy will be made by the Vice President for Student Affairs or his designee.
OTTERBEIN SEXUAL ASSAULT POLICY
The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University expects that all members of the university community will conduct themselves in a responsible manner that shows respect for others and for the community at large. As a part of the larger community, Otterbein University is subject to, abides by, and supports federal statutes, Ohio state statues and local ordinances regarding criminal conduct.

Otterbein University is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all students. It is the intent of the University to provide safety and support to victims of sexual assault. Reports of sexual assault will be taken seriously and incidents will be responded to appropriately and in a timely manner.

This policy strictly prohibits sexual assault by a student, faculty or staff member against any student, faculty or staff member, whether occurring on or off campus. Otterbein University encourages individuals who believe they have been the victims of a sexual assault to pursue on campus and criminal action against the alleged perpetrator.

What is Sexual Assault? - Sexual Assault is defined as sexual activity without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breast, thigh or buttocks; sexual intercourse without consent (whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. Effective consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity. Lack of consent is the absence of effective consent and/or sexual activity committed by force, intimidation or through use of the victim’s mental incapacity or physical helplessness, including intoxication. An incapacitated person is unable to give consent. A person may be physically or mentally incapacitated as a result of alcohol/or drug consumption, or other factors. Being incapacitated includes not only being unconscious, but being conscious and unaware of what is going on around the person, due to severe intoxication (black-out condition), or other conditions. One may not engage in sexual activity with anyone when said person is incapacitated. An individual may not engage in sexual activity with another whom one knows or should reasonably know to be physically or mentally incapacitated. It is not an affirmable defense to sexual assault charges to claim the accused was intoxicated, impaired, or incapacitated at the time of the offense.

Sexual assault can occur in circumstances in which one may erroneously assume consent, including but not limited to the following:
- the attacker is someone known to the victim/survivor
- the assault happens on a date
- the individuals have engaged in consensual sexual touching and kissing prior to the assault
- the individuals have had consensual sexual intercourse in the past

Sexual Misbehavior:
Sexuality is an important attribute of a human being. It deserves to be treated, in one’s self and others, with dignity, respect, decency, and responsibility. Offensive sexual behavior which is exploitive of the other person or in violation of the law may result in disciplinary action up to and including dismissal.

Sexual misbehavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions unreasonably interfering with an individual’s performance or creates an intimidating, hostile, or offensive environment.

Sexual misbehavior also includes any violation of ORC 2907.07 Importuning Solicit Underage Sex via a computer, or by any other means of communications. In addition, a violation of ORC 2907.321 Pandering Obscenity Involving a Minor via a computer, or by any other means of communication will be considered Sexual Misbehavior.
OTTERBEIN SEXUAL ASSAULT POLICY (continued)

- the individuals are married
- the individuals are under the influence of alcohol or other drugs
- there was not a weapon involved
- there was no evidence of a struggle or resistance
- there are no other witnesses

Verbal conduct of a sexual nature is not defined as sexual assault. Verbal conduct of a sexual nature may constitute sexual misconduct, or disorderly conduct (depending on circumstances) which are prohibited under separate University policies.

Immediate Assistance - A student who is a victim of sexual assault should immediately report the assault to the police and seek immediate medical and emotional assistance. In addition to contacting Otterbein University Police (emergency: 911 / non-emergency: 614-823-1222), the student is encouraged to call on residence hall staff or other University faculty/staff which she/he feels most comfortable seeking immediate assistance from. Otterbein’s Police Department will assist with transportation to the hospital as needed. Until the victim has met with authorities, it is important not to bathe, shower, change clothes, douche, or disturb any of the physical evidence which may be necessary in the event of a disciplinary or criminal proceeding.

Reporting Process - Students, faculty, and staff should make reports of sexual assault to Otterbein Police who will investigate the report or notify the appropriate police agency. Otterbein faculty and staff will assist notifying authorities when requested by a victim. A victim of sexual assault has the option of pursing criminal charges and/or judicial sanctions against a suspect. Police reports are public information and thus accessible to the public. Judicial hearing reports are not accessible to the public as they are protected under the Family Educational Rights and Privacy Act. Should a victim decide not to pursue any charges criminally or judicially, the University reserves the right to conduct a judicial investigation and impose sanctions for the protection of the campus community. The Student Affairs Office will provide a support person for each the accuser and the accused student. The role of the support person is to provide assistance and serve as a resource of information.

Support Process - The University recognizes that any decision to report and/or pursue charges for sexual assault through on-campus disciplinary and/or criminal channels is the right of the victim. The University Judicial Officer and support persons will inform the victim and the alleged perpetrator of her/his rights, options of criminal prosecution, medical assistance, and the University’s complaint process. The support person will assist the student with these contacts if requested. Confidential counseling, support resources, academic assistance, and alternative housing assignments will be discussed as appropriate and requested. Otterbein Police and other University personnel will provide assistance in preserving materials considered relevant to the internal complaint process and will obtain, secure, and maintain evidence needed for criminal and/or judicial proceedings. At the request of the accusing student, appropriate measures will be taken to avoid retaliatory action if it appears that the safety or security of an individual is in jeopardy. This may include changes in class schedules and/or housing assignments. Students may be required to sign a “No Contact Order” to restrict any form of contact between the victim and alleged perpetrator.

A person who has been assaulted is encouraged to seek professional counseling. Information that is disclosed to a professional counselor is confidential. The University and the Columbus community offer a variety of support services. Appointments to see a counselor through the University can be made by contacting the Student Affairs Office. Another resource in the Columbus area is SARNCO (Sexual Assault Response Network of Central Ohio), (614) 267-7020. This is a 24-hour help line.
OTTERBEIN SEXUAL ASSAULT POLICY (continued)

Criminal Process - A student may or may not decide to pursue judicial and/or criminal charges. Students who decide to pursue charges may do so through the University judicial process and/or the criminal justice system. Unless the victim decides not to pursue an investigation, a complete and thorough investigation and examination of the circumstances, evidence and statements related to the sexual assault will be conducted. Upon completion of the investigation, the case will be presented for consideration of charges to the prosecutor’s office with jurisdiction over the case for potential filing of criminal charges. Should the victim advise they do not want an investigation of the sexual assault, no criminal investigation of the sexual assault will be conducted. If a criminal investigation has already been initiated and the victim advises they do not want to pursue the investigation any further; any criminal investigation initiated will cease and the report along with the victim’s statement declaring their desire to discontinue the investigation will be forwarded to the prosecutor’s office for review.

Judicial Process - Upon completion of the investigation, if sufficient evidence indicates that a violation of the Student Code of Conduct has occurred, the matter will be referred to Judicial Council if the accused is a student at Otterbein University. The judicial procedures and practices specified in the Campus Life Handbook will be followed in cases of a violation of the Student Code of Conduct; specifically, the victim and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. In addition, the victim may choose to be separated from the alleged perpetrator by a screen during a judicial hearing. The Judicial Board Chair may also allow breaks as needed by the accusing and accused students during the hearing. Upon completion of the judicial proceeding, both the accuser and the accused will be informed of the decision resulting from the hearing. A person reporting a sexual assault may request to terminate judicial proceedings at any time by notifying the Judicial Officer in writing. However, the University may continue the proceedings if necessary for the well-being of the University community.

Members of the Judicial Board will receive training including basic information on sexual assault, victim reaction to sexual assault, academic implications for victims, questions to ask in a hearing, and ways to interact with both the accusing and accused student in a hearing. The training should also include the impact of the judicial process on the accused student. The Student Affairs person in charge of the judicial process shall ensure the training was conducted.

Potential Judicial Sanctions – Sexual assault is a Level IV Judicial violation. Potential sanctions that may be imposed following a sexual assault disciplinary hearing are as follows: Monetary Fine; Restitution; Restricted Access; Living Unit Probation; Living Unit Dismissal; Disciplinary Probation; Disciplinary Probation with Restrictions; Alcohol/Drug/Anger Assessment; Suspension; or Dismissal.

Requirement to Report Information - Given that sexual assault is a crime, disclosure by a survivor of an assault to any University official will be passed on to Otterbein Police. A survivor can make decisions about his/her level of involvement in an investigation and potential criminal or campus judicial action.

For reporting purposes Otterbein University utilizes sex offense definitions from the National Incident Based Reporting Systems edition of the Uniform Crime Reporting Program which are as follows: Forcible Sex Offenses: a) rape, b) sodomy, c) sexual assault with an object, d) forcibly fondling; and Non-Forcible Sex Offenses: a) incest, b) statutory rape.

Education and Training - Responsibility for educating the University community about sexual assault will rest with the Office of Vice President for Student Affairs and the Director of Human Resources. All Otterbein employees receive on-line training addressing sexual assault. Additionally, students, faculty and staff are provided several educational opportunities through printed materials and programs designed to assist members of the campus community in recognizing and preventing sexual assault.
OTTERBEIN SEXUAL ASSAULT POLICY (continued)

Consensual Relationships - The University recognizes the possibility of consenting relationships between faculty or administrators and students, or between supervisors and employees. While acknowledging the possibility, the faculty and administrators are cautioned about the potential ramifications. Given the respect and trust accorded a professor or administrator by a student, as well as the power exercised by the professor or administrator in giving praise, blame, grades, recommendations, etc., the student’s freedom of choice and clarity in decision making may be diminished. The same is true for all superior/subordinate relationships on campus be they between administrators and faculty or staff, faculty and staff, staff and students, or faculty and students. Any University employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual assault is subsequently lodged, the fundamentally asymmetrical nature of the relationship will make it exceedingly difficult to prove mutual consent.

SEX OFFENDER REGISTRY

The Federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000 and went into effect October 28, 2002. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information, which is provided by a State, concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the State of Ohio, convicted sex offenders must register with the county sheriff of their county of residence address within seven days of moving to that county. The registry was established pursuant to 2950.01 to 2950.14 of the Ohio Revised Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the courts pursuant to ORC 2950.03, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and re-register with the county sheriff of their residency county as provided in ORC 2950.04.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion with an Ohio county sheriff within seven days of establishing a residence within the county. Any person required to register shall also be required to re-register within seven days following any change of residence, whether within the county or any other county.

Any person may search the Franklin and/or Delaware County Sheriff’s web pages for information on registered sex offenders in the respective counties. Each county’s sheriff maintains an on-line database of registered sex offenders in their particular county. The Sheriff Departments’ Sex Offender web sites may be viewed at http://www.Sheriff.Franklin.oh.us/, or http://www.Delawarecountysheriff.com. Click on Sexual Offender Database and enter or click on the zip codes for Westerville. Both web pages have information by zip code for registered sex offenders within their respective counties. Westerville zip codes are 43081 and 43082.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
MISSING PERSONS POLICY

The Higher Education Act (HEA) Title IV, Section 485(j), requires higher education institutions that provide any on-campus housing facility to establish a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities. On-campus housing is clarified as “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.” This includes all Otterbein owned or controlled residence halls, theme houses, sororities and fraternities. As such Otterbein has established the following policy and procedure to address students residing on-campus that are reported as missing:

1) The “Campus Life Handbook” shall inform each student in accordance with HEA Title IV, section 485(J), that students who reside in on-campus housing have the option to identify an individual to be contacted by Otterbein no later than 24-hours after the student is determined missing. Additionally, Otterbein will notify the appropriate law enforcement agency no later than 24-hours after a student residing in on-campus housing is determined missing. If the student is under 18-years old and not emancipated, Otterbein will notify a parent/guardian no more than 24-hours after the student has been determined missing.

2) Otterbein shall provide each student residing in on-campus housing the means to register confidential contact information, to be utilized in the event the student is determined to be missing for more than 24-hours, by completing the Otterbein Office of Residence Life “Entering Student Housing & Board Information Form” or the “Returning Student Housing & Board Information Form.” Any confidential contact information provided for missing person notification purposes will only be used for this purpose.

3) Otterbein shall initiate the “Missing Student Notification Procedures” if the Otterbein Police Department, or a law enforcement agency, determines through their investigation of a missing person report that an Otterbein student residing in on-campus housing has been missing for more than 24-hours and has not returned to campus.

4) Otterbein’s “Missing Student Notification Procedures” are as follows for students that reside in on-campus housing:

A) Any official report made to Otterbein students, faculty or staff of a missing student who resides in on-campus housing is to be immediately referred to the Otterbein Police Department.

B) Upon investigation by Otterbein Police Department, if the student is determined to have been missing for more than 24-hours, the following notification procedures will be followed:

   i) Otterbein personnel to be notified when an Otterbein student residing in on-campus housing has been determined as missing for more than 24-hours includes the Vice President for Student Affairs, Chief of Police, and Executive Director of Marketing and Communications

   ii) If the missing student has provided Otterbein with an individual to contact if determined missing for more than 24-hours, Otterbein Police Department will notify this individual the student has been determined missing for over 24-hours.

   iii) If the student is under 18 years of age and not an emancipated individual, the Otterbein Police Department will immediately contact the student’s parent/legal guardian.

   iv) If neither ii or iii apply, the Otterbein Police Department will notify the appropriate law enforcement agency that the student has been missing for more than 24-hours.
CLERY ACT: DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092(f), is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other Otterbein officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of crimes that have occurred and pose an ongoing “threat to students and employees”; and...
- Disclose in a public crime log “any crime that occurred on campus… or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

The Otterbein Police Department is responsible for the annual report, timely warnings and the crime log. The Annual Campus Security/Fire Safety Report is prepared in cooperation with local law enforcement agencies surrounding our main campus and off-campus sites, and the Division of Student Affairs. Campus crime, arrest and referral statistics include those reported to the Otterbein Police, designated campus officials, and local law enforcement agencies. We encourage members of the Otterbein community to use this report as a guide for safe practices on and off campus. Each member of the Otterbein community receives an e-mail that describes the report and provides its web site address. For more information, contact the Otterbein Police Department at (614) 823-1222, visit the Otterbein Police Department’s Clery web-page at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx, e-mail the Otterbein Police Department at police@otterbein.edu or contact the Division of Student Affairs at (614) 823-1250.

DAILY CRIME LOG

The Otterbein Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property adjacent to campus property, or within the department’s patrol jurisdiction.

The Daily Crime Log may be viewed on the Otterbein Police Department website at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx. The Daily Crime Log is also available for public inspection at the Otterbein Police Department’s office during normal business hours. The Daily Crime Log includes the nature, date, time, and location of each crime reported to the department, as well as the disposition of the complaint.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
DEFINITIONS OF REPORTABLE CRIMES

Criminal homicide
- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter: The killing of another person through gross negligence.

Forcible sex offenses
- Forcible rape: The carnal knowledge of a 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 because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor vehicle theft
The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
DEFINITIONS OF REPORTABLE CRIMES (continued)

Hate Crimes
Includes any of the offenses noted on the previous page, plus the crimes of larceny-theft, simple assault, intimidation, vandalism and any other crime involving bodily injury to any person in which the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, ethnicity or disability. The categories of bias are:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI’s Hate Crime Data Collection Guidelines.

- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Arrests** (persons processed by arrest, citation or summons) and **Referred for Disciplinary Action** (referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction):

- **Liquor law violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition)

- **Drug law violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (i.e. Demerol, methadone); and dangerous non-narcotic drugs (i.e. barbiturates, Benzedrine).

- **Illegal weapon violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
### 2012 CRIME STATISTICS FOR OTTERBEIN UNIVERSITY

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<th>Type of Offense</th>
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### 2012 CRIME STATISTICS FOR OTTERBEIN UNIVERSITY

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**Hate Crimes:** Hate crimes for Clery reporting purposes are defined as any of the crimes from the previous page, plus the crimes of larceny-theft, simple assault, intimidation, vandalism and any other crime involving bodily injury to any person in which the victim was intentionally selected because of the offender’s bias against the victim’s actual or perceived race, gender, religion, ethnicity/national origin, sexual orientation or disability.

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http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
## 2012 CRIME STATISTICS FOR OTTERBEIN UNIVERSITY

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2013 FIRE SAFETY REPORT

HIGHER EDUCATION OPPORTUNITY ACT

In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became federal law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related statistics pertaining to on-campus residence buildings. Pursuant to this act, the following pages are a report detailing the fire safety practices, standards, and statistics applicable to Otterbein.

ON-CAMPUS RESIDENCE HOUSING FIRE LOG

The Higher Education Act also requires any institution that maintains an on-campus student housing facility to maintain a fire log that records by the date a fire was reported any fire that occurred in an on-campus student housing facility. The fire log includes the nature, date, time, and general location of each fire. The Otterbein Police Department maintains the On-Campus Residence Housing Fire Log which is available for public inspection at the Otterbein Police Department’s office during normal business hours.

ON-CAMPUS RESIDENCE FIRE STATISTICS

<table>
<thead>
<tr>
<th>FIRES REPORTED</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fire Causes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fire Related Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Related Deaths</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Related Property Damage (Value)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

STUDENT HOUSING EVACUATION PROCEDURE

In the event of smoke or fire, calmly exit the facility using the nearest exit. If the building’s fire alarm is not sounding, pull the alarm as you exit. Failure to evacuate a structure when an alarm is sounded, either automatically or manually, or vocally expressed by Otterbein officials or Westerville Division of Fire or Police officials, shall constitute a Level IV judicial violation and potentially criminal charges for violation of local and state laws.

FIRE DRILLS & FIRE INSPECTIONS

In compliance with Ohio State Fire Code, quarterly fire drills and fire inspections are conducted of all residence facilities, which include residence halls, theme and Greek houses and Commons apartments. As outlined in the Ohio Fire Code, drills and inspections take place at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Student Affairs and Residence Life Staff assist Otterbein Police in coordinating compliance with these policies. Any violation of Otterbein policy, including Failure to Evacuate, is documented and the student(s) referred to Judicial Council.
STUDENT HOUSING FIRE SAFETY REGULATIONS: APPLIANCES

Students are encouraged to exercise extreme care when selecting electrical appliances for their campus housing. Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition, and not left unattended when in use. Students should remember the space limitations of many areas and the number of outlets available to them. With this in mind, students may bring the following items into the residence halls, theme houses and Commons apartments:

- Air Purifiers, Clocks, Computers, Curling irons/curlers, DVD/VCR Player/Recorder, Fans, Hair Dryers (except ionic hair dryers), Holiday lights (not stranded together), Hot air popcorn poppers, Iron (auto shut-off), Lighted make up mirror, Microwave (800 watts or less), Power strips with circuit breakers, Razors (electric), Reading lamps (excluding Halogen reading lamps without safety grids), Refrigerator (up to 4 cubic ft.), Sewing machine, Stereo System (small), Surge Protectors with a 14 gauge wire (heavy duty), Television, Video Game System

Refrigerators and microwaves should be limited to one per residence hall room. Ionic hair implements (dryers, curling irons, hair straighteners) are strongly discouraged as they may cause the fire alarms to activate. Commons apartments and theme houses may have one microwave per house/apartment. Students in the Commons and theme houses only may possess and use toasters, coffee makers and George Foreman grills with extreme caution in the kitchen area only. Only students who have been granted a medical accommodation through the Disabilities Services Coordinator may use a portable air conditioner during fall and spring terms.

Due to the risk of fire when using the following electrical appliances, students are expected to refrain from possessing and/or using them in the residence halls, theme houses and Commons apartments. Residents found in violation will be referred to Judicial Council:

- Any appliance not clearly marked as UL approved, Any appliance with an exposed heating element, Air conditioners (unless approved by the Disability Services Coordinator), Broiler ovens, Candles (including candle warmers), Electric blankets, Electric potpourri pots, Electric frying pans/griddles/devices, Extension cords (all types), Halogen lamps without safety grids, Heat or Sun Lamps, Hot plates, Ionic Hair Dryers, Oil popcorn poppers, Outlet expander without surge protector, Scented oil burners, Space Heaters, Toasters, Toaster ovens, and any electrical implement which causes the fire alarm to activate.

Due to the community environment and the added risk of loss or damage to life or property, the following items are prohibited in all residence units: vehicle batteries, charcoal, gasoline, and items identified in the Concealed Weapons policy and Firearms/Firecrackers policy.

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx
FIRE SAFETY REGULATIONS: SMOKING
Smoking has been shown to be very hazardous to an individual’s health with such consequences as reduced life expectancy and increased chances of contracting diseases such as lung cancer, heart disease and emphysema. New research findings indicate that non-smokers who are regularly exposed to tobacco smoke are also at increased risk of illness and death. For these reasons, the Trustees have prohibited the sale of tobacco on the campus. Also, smoking is not permitted in the residence halls, rooms, lounges, or rest rooms.

Fire regulations also prohibit smoking in the Rike Center, the Clements Recreation Center, the equine facility, the stadium, athletic fields, theme house, Commons apartments, any area in a residence hall, and in any Otterbein owned fraternity or sorority houses. In addition, students who smoke are expected to maintain a 20-foot distance between themselves and any Otterbein building to assure compliance with the State smoking law. Students are asked to cooperate in observing these restrictions. Failure to comply could result in a judicial violation since smoking is considered a level II violation. In extreme situations, students could be cited for Failure to Comply which is a level IV violation.

Because of fire regulations, smoking is restricted to the following areas: Campus Center Theatre (Pit Area) as necessary for the theatre production only; and Cowan Stage area as necessary for the theatre productions.

FIRE SAFETY REGULATIONS: OPEN FLAME
Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited in all residence buildings.

FIRE SAFETY: EDUCATION AND TRAINING
Fire safety programs are provided by the Otterbein Police Department, in cooperation with the Westerville Division of Fire, throughout the year to the Otterbein campus community. Training programs provided include Fire Extinguisher Usage, Mock Room Burn, and Residence Hall Smoke Out. Assistant Directors of Residence Life and Resident Assistants are provided training in evacuation procedures and as well as fire extinguisher training prior to the start of each academic year.

FIRE SAFETY: REPORTING PROCEDURES
In the event of smoke or an active fire, notify the Westerville Division of Fire by telephone at 911. Be prepared to identify what the nature of the emergency is; where the emergency is by building’s name, address, floor and room number (if applicable). Report all fires to the Otterbein Police Department at 614-823-1222.

FIRE SAFETY: FUTURE IMPROVEMENTS
Barring the construction of new facilities, there are no plans for fire system improvements at this time.
# DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEM

<table>
<thead>
<tr>
<th>Residence Halls:</th>
<th>Fire Alarm Monitoring On-Campus</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detectors</th>
<th>Manual Pull Stations</th>
<th>Fire Extinguisher</th>
<th>Evac Plans Posted</th>
<th># of evacuation (fire) drills each calendar year</th>
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<tr>
<td>25 W. Home</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

### Sororities:

- Epsilon Kappa Tau: X X X X
- Sigma Alpha Tau: X X X
- Tau Delta: X X
- Theta Nu: X X

### Fraternities:

- Lambda Gamma Epsilon: X X
- Sigma Delta Phi: X X

### Theme Houses:

- 46 West Home St.: X X X
- 146 West Home St.: X X X
- 154 West Home St.: X X X
- 155 West Home St.: X X X
- 162 West Home St.: X X X

[http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx](http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx)