



**SAFETY GUIDELINES
2020 CRIME STATISTICS
2020 FIRE SAFETY REPORT**

**Moberly Area Community College
and Off-Campus Sites**

- **Moberly Area Community College**
- **MACC-Columbia Higher Education Center**
- **MACC-Mexico Higher Education Center**
- **MACC-Kirksville Higher Education Center**
- **MACC-Hannibal Higher Education Center**

CLERY ACT NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY REPORT

Moberly Area Community College is committed to assisting all members of the MACC community in providing for their own safety and security. The annual security and fire safety compliance document is available on the MACC website at www.macc.edu/crime-stats.

If you would like to receive a hard copy of the Annual Security Report which contains this information, stop by the MACC Security Department located inside Student Services, 12 Komar Hall, or you can request that a copy be mailed to you by calling (660)263-4100 x11247.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, campus security officers, crime reporting policies, disciplinary procedures, sexual misconduct policies and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on our campuses, and on public property within, or immediately adjacent to and accessible from the campus. Moberly Area Community College does not recognize any off-campus student organizations or off-campus housing facilities at any of our MACC locations. Crime statistics are gathered from local law enforcement according to the rules put in place by the Clery Act, and report statistics that occur on campus property, in residence halls, and on adjacent non-campus and/or public property.

This information is required by law and provided by the MACC Security Department with cooperation from local law enforcement agencies. The report is published annually prior to October 1st.

MOBERLY AREA COMMUNITY COLLEGE SEXUAL MISCONDUCT POLICY

<http://www.macc.edu/titleix>

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I. Commitment to Prohibit Sexual Misconduct

Moberly Area Community College is committed to providing an environment for its students, faculty, staff, and visitors, regardless of sexual orientation or gender identity that discourages and prevents sexual misconduct. MACC maintains a strict policy prohibiting sexual misconduct in any form, to include sexual harassment, sexual discrimination, and sexual violence (rape, sexual assault and other sexual offenses, dating violence, domestic violence, and stalking). This policy applies to students and employees as well as third parties.

Response options are available through MACC policies and/or local, state, and federal law enforcement agencies for any person who believes he or she has been sexually harassed, has experienced sexual discrimination, or has been a victim of sexual assault or other sexual misconduct at a College-sanctioned program or activity or on College-owned or controlled property, or if he or she believes that the sexual misconduct occurring outside these parameters has the potential to negatively impact his or her learning or working environment at MACC.

Any person found to be in violation of this Sexual Misconduct Policy will be subject to action by MACC, up to and including dismissal. Depending on the complainant's wishes, a violation could also result in appropriate action by law enforcement agencies.

MACC complies with all laws and regulations governing how colleges and universities handle sexual offenses. This policy outlines institutional procedures to meet the requirements of Title IX, the Violence against Women Reauthorization Act, the Campus Sexual Violence Act, the Clery Act, and the Office of Civil Rights Guidance Letter.

II. Definitions and Prohibited Behaviors

Consent

Sexual misconduct occurs when there is physical or other non-physical conduct of a sexual nature without clear, knowing, and voluntary consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior **does not** obligate a person to consent to any other behaviors; consenting on one occasion also does not obligate a person to consent on any other occasion; consenting to have sexual intercourse with one person does not imply a person consents to have sexual intercourse with another person; **consenting means only that at this particular time, a person would like to engage in this particular sexual behavior. Consent can be withdrawn at any time, and coercion, force, or threat of either invalidates the consent. An individual who is incapacitated (e.g., due to the use of alcohol or other drugs, is injured, is asleep or unconscious, or has a physical or mental disability) cannot consent. Silence or an absence of resistance does not imply consent.**

Dating Violence

Dating violence means violence which is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a

relationship shall be determined based on a consideration of the following factors including the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can include the following types of abuse:

- Physical abuse, such as hitting, shoving, kicking, biting, or throwing things.
- Emotional abuse, such as yelling, name-calling, bullying, embarrassing, isolating from friends, saying the abuse is deserved, or giving gifts to "make up" for the abuse. Dating violence often starts with emotional abuse. A victim may think that behaviors like those above are a "normal" part of relationships, but they can lead to more serious kinds of abuse, like hitting, stalking, or preventing the victim from using birth control.
- Sexual abuse, such as forcing a person to do something sexual (such as kissing or touching) or doing something sexual when a person cannot give consent (e.g., when a person is incapacitated).

Domestic Violence

State law in Missouri classifies domestic abuse as being "assault, battery, coercion, harassment, sexual assault, stalking, or unlawful imprisonment" of one individual by another.

Hostile Work Environment

In general, a hostile work environment ensues when there is discriminatory conduct or behavior in the place of work that is unwelcome and offensive to an employee or group of employees based on a protected class status.

<http://www.macc.edu/titleix>

Intimidation

Intimidation is intentional behavior that would cause a person of ordinary sensibilities fear of injury or harm.

Retaliation

Accused individuals and employers shall not intimidate, harass, coerce, or otherwise retaliate against individuals who report sexual discrimination, sexual harassment, or sexual assault; file a sexual misconduct complaint; assist someone in reporting sexual misconduct or filing a complaint; participate in any manner in an investigation of sexual misconduct; or protest any form of sexual misconduct.

Sexual Assault

Sexual assault occurs when one person has sexual contact or sexual intercourse with another person without that person's consent.

- Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force.
- Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a person upon a person that is without consent and/or by force.

Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, prostituting another individual, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting an STD or HIV to another individual, exposing one's genitals in non-consensual circumstances, and inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including sexual violence. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment under the following conditions:

- Submission is made an expressed or implied term or condition of employment or status in a class, program, or activity;
- Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grading a course); and/or
- The conduct may unreasonably interfere with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Both men and women can be sexually harassed. Sexual harassment can occur between equals but most often occurs in situations where one person has power over another.

Stalking

Stalking is a type of conduct that is directed at a specific person, is unwelcome, and would cause a reasonable person to feel fear. The acts of a stalker may include, but are not limited to, following a person or making unwanted communication or unwanted contact with a person.

III. Response Options (Complaint Procedures)

Individuals who believe that they have encountered sexual misconduct by another employee or student of the College may attempt to resolve the situation through informal or formal complaint procedures. The individual also has the option to make a criminal report to local authorities.

Informal Complaint

In some cases, an individual may choose to address a situation involving sexual misconduct through informal measures. Individuals who opt for the informal procedure may attempt to resolve the situation through the following actions:

- Communicate verbally or in writing with the person whose behavior is unwelcome and clearly request that the unwelcome behavior stop immediately, and/or
- Speak with the appropriate supervisor who may then speak with the person whose behavior is unwelcome.

Formal Complaint

Individuals who wish to file a formal complaint of sexual misconduct should complete the Sexual Misconduct Report Form, located in electronic format on the MACC website and MyMACC and in hard copy in the Office of Student Services and in each off-site office. **All Sexual Misconduct Report Forms will be forwarded to the Title IX Coordinator. Information in these reports required for Clery Act reporting or involving the safety of the College community will be shared with the Director of Security and Residential Life. The remaining sections of this policy outline the procedures undertaken following a formal complaint. (See Section VII for a description of the investigation of reports.)**

Criminal Complaint

The option to pursue criminal charges is the complainant's choice. Victims of sexual misconduct should not assume that the College is aware of such conduct. Reporting sexual misconduct to a College official does not substitute for notification of appropriate law enforcement authorities. However, area law enforcement agencies and MACC strive to work collaboratively to share information needed to maintain a safe campus environment.

Complaints in Conjunction with Other Policy Violations

In cases where an individual alleging sexual misconduct may also be involved in a violation of another MACC policy, such as the drug/alcohol policy or student conduct policy, the College will review these policy violations separately from the sexual misconduct allegation. The College encourages individuals to report when they have encountered sexual misconduct, despite their own involvement in other policy violations. When appropriate, the College will either grant amnesty to the complainant or respond to the other violation as an educational matter rather than as a disciplinary matter. The College's policy on the usage of alcohol and other drugs may be found in the Policy Handbook, item L.090 and M.100. The College's policy on student conduct may be found in the Policy Handbook, item M.096.

IV. Reporting and Confidentiality

Responsible Employees (Mandated Reporters)

All MACC employees are considered responsible employees (i.e., mandated reporters), and as such are expected to promptly contact the Title IX Coordinator when they become aware of an incident of sexual misconduct, regardless of whether the recipient is an employee, a student, a volunteer, or a visitor of the College.

When an individual tells a responsible employee about an incident of sexual misconduct, the individual has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. These people will include the Title IX Coordinator and may include the College's Behavioral Intervention Team, administrative council, and/or the Director of Security and Residential Life. A responsible employee should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before an individual reveals any information about sexual misconduct to a responsible employee, the employee should ensure that the individual understands the employee's reporting obligations, and, if the individual wants to maintain confidentiality, direct the individual to confidential resources. If the individual wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the individual that the College will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the individual's request for confidentiality. Responsible employees will not pressure an individual to request confidentiality but will honor and support the individual's wishes, including the wish that the College fully investigate an incident. Responsible employees will not pressure an individual to make a full report if the individual is not ready to.

Should the Title IX Coordinator be given information by a third party or an anonymous person, the details will be discussed with the alleged victim if that name is given. The alleged victim will make the determination if he or she wants to provide details regarding the incident. Even if the individual does not choose to participate in the reporting process, the information given by the third party will be documented. Under no circumstances should anyone involved in the reporting of a crime be a victim of retaliation. MACC prohibits retaliation and will take strong responsive action if retaliation occurs.

Weighing Requests for Confidentiality

If an individual discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, employees, and visitors. If the College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s), if appropriate, may be limited. Although rare, there are times when the College may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all students, employees, and visitors.

The Director of Security and Residential Life will evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Director of Security and Residential Life will consider a range of factors, including the safety of the College community, the age of the complainant(s) and respondent(s), and the seriousness of the allegations. If the College determines that it cannot maintain an individual's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the complainant's well-being and will take ongoing steps to protect the individual from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees, or other College representatives will not be tolerated. If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the complainant (e.g., rearrange living assignments, work schedules, and/or class schedules if at all possible, etc.).

The information reported to the Title IX Coordinator may also be used (without the victim's name) to issue timely warnings, which are required by the Clery Act. If applicable, the incident must be reported in the Annual Security Report (anonymously, as a statistic), which is also mandated by the Clery Act.

Privileged and Confidential Communications

MACC encourages victims of sexual misconduct to talk about their experience so they get the support they need and so officials can respond appropriately. **Should an individual decide not to pursue the incident by criminal or institutional processes, an individual can and should contact a confidential source to seek guidance.**

Professional licensed counselors and pastoral counselors as well as non-professional counselors and advocates who provide mental health counseling or services to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. MACC does not offer on-site professional or pastoral counseling services; however, these confidential services are available off-site through the College's Employee/Student Assistance Program or through community agencies, such as those identified in Section V of this policy.

An individual who speaks to a professional counselor or advocate must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. An individual who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and thus have the incident fully investigated.

V. Options for Assistance

Immediate Assistance

The following non-MACC affiliated resources/shelters can provide an immediate, confidential response in a crisis situation and can assist an individual in obtaining needed resources and can provide guidance with reporting options and processes. These confidential contacts may also provide an advocate to accompany an individual to the hospital for treatment.

Safe Passage, Moberly
Hotline: 800-616-3754
Hotline: 660-269-8111
Phone: 660-269-8111
<http://safepassage.weebly.com>

True North Shelter, Columbia
Hotline: 800-548-2480
Hotline: 573-875-1370
Phone: 573-875-1370
<http://truenorthofcolumbia.org>

Victim Support Services, Kirksville
Hotline: 660-668-1617
Hotline: 660-651-1617
Phone: 660-651-1617

Audrain County Crisis Intervention Services, Mexico
Hotline: 800-246-2280
Phone: 800-246-2280

Avenues, Hannibal
Hotline: 800-678-7713
Hotline: 573-221-4280
Phone: 573-221-4280
<http://avenueshelp.org>

Coalition against Rape and Domestic Violence (CARDV), Fulton
Hotline: 866-642-4422
Hotline: 573-642-4422
Phone: 573-642-4422
<http://callawaycardv.org>

The following emergency numbers are available to report sexual misconduct or an emergency situation.

MACC Director of Security and Residential Life	660-263-4100 x11247 or 660-833-6990
MACC Title IX Coordinator	660-263-4100 x11236
Moberly Police	660-263-0346

Columbia Police	573-442-6131
Hannibal Police	573-221-0987
Kirksville Police	660-665-5621
Mexico Public Safety	573-473-5800

A victim of sexual assault should seek preventative treatment and treatment for injuries, as well as preserve evidence by being examined at a hospital. To preserve evidence, an individual should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance. The following local hospitals are trained to use a rape kit and perform examinations for evidence:

Moberly Regional Medical Center 1515 Union Avenue Moberly, MO	660-263-8400
University of Missouri-Columbia Hospital and Clinics 1 Hospital Drive Columbia, MO	573-882-4141
Hannibal Regional Hospital 6000 Hospital Drive Hannibal, MO	573-248-1300
Northeast Regional Medical Center 315 South Osteopathy Kirksville, MO	660-785-1000

<http://www.macc.edu/titleix>

Ongoing Assistance

The following options exist for counseling, advocacy, and support for victims of sexual misconduct. These resources are available whether or not an individual chooses to make an official report to the College or to law enforcement.

MACC Resource:

MACC Employee/Student Assistance Program
(provided through H&H Health Associates, Inc.)
314-845-8302 or 800-832-8302
info@hhhealthassociates.com
www.hhhealthassociates.com

The Employee/Student Assistance Program (EAP/SAP) offers counseling services and/or legal advice for both the complainant and the respondent involved in cases of sexual assault, harassment, discrimination, or other sexual misconduct. All services are confidential and at no cost to all students, employees, family members, significant others, and anyone residing in the student's or

employee's household. Access to the EAP/SAP is 24/7 by phone or in-person by appointment. EAP/SAP staff will be able to connect an individual with a local counselor to meet face to face by appointment. In crisis situations, counselors are available to talk by phone 24/7. The EAP/SAP provides short-term, solution-focused counseling. Although there is no charge for services provided under the benefit, the benefit does have limits on the level of service and length of time a service will be provided at no cost. If there is a need for longer-term treatment, EAP/SAP counselors will be able to help with appropriate recommendations and referrals.

Community Resources:

Safe Passage, Moberly
Hotline: 800-616-3754
Hotline: 660-269-8111
Phone: 660-269-8111
<http://safepassage.weebly.com>

True North Shelter, Columbia
Hotline: 800-548-2480
Hotline: 573-875-1370
Phone: 573-875-1370
<http://truenorthofcolumbia.org>

Victim Support Services, Kirksville
Hotline: 660-668-1617
Hotline: 660-651-1617
Phone: 660-651-1617

Avenues, Hannibal
Hotline: 800-678-7713
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Phone: 573-221-4280
<http://www.avenueshelp.org>

Coalition against Rape and Domestic Violence (CARDV), Fulton
Hotline: 866-642-4422
Hotline: 573-642-4422
Phone: 573-642-4422
<http://callawaycardv.org>

In addition to the above mentioned resources, the Director of Security and Residential Life (x11247), Title IX Coordinator (x11236), Dean of Student Services (x11235), and Vice President for Instruction (x11264) can provide ongoing support during the institutional disciplinary and/or criminal process.

VI. Title IX Coordinator

It is the policy of Moberly Area Community College, in accord with providing a positive, discrimination-free educational and work environment, that sexual misconduct in the work place or the education environment is unacceptable behavior that will not be tolerated. Any student, employee, or visitor who believes he or she has witnessed or been the victim of sexual misconduct should report the incident to the Title IX Coordinator as soon as possible following the incident. If the allegation is against the Title IX Coordinator, the report should then be made to the Director of Security and Residential Life or a Deputy Coordinator. A Sexual Misconduct Report Form is available on the MACC website, on MyMACC, and in the Office of Student Services as well as each off-site office. The Sexual Misconduct Report Form should be submitted to the Title IX Coordinator. An anonymous Sexual Misconduct Report Form can be submitted. Anonymous reports may limit the extent to which sexual misconduct can be investigated.

As outlined by the Association of Title IX Administrators (ATIXA) Statement of Ethics and Professional Standards for Title IX Coordinators, MACC's Title IX Coordinator is responsible for coordinating all activities related to Title IX compliance. These responsibilities include ensuring policy compliance with federal and state laws; attending appropriate training; providing education of Title IX deputy coordinators, investigators, and security officers; developing and implementing educational efforts designed to prevent sexual misconduct; ensuring timely resolution to all investigations and complaints; maintaining grievance files and records; developing an annual report of the number of and nature of filed complaints; and serving as principal contact for government inquiries pursuant to Title IX.

The Title IX Coordinator is appointed by the President of MACC and is supported by Deputy Coordinators. Each coordinator receives training in state and federal laws, as well as College policy as related to Title IX. The Title IX Coordinator and Deputy Coordinators can be reached via phone, e-mail, or in person:

Jackie Fischer, Ph.D.
Dean of Academic Affairs
Moberly Area Community College
101 College Avenue
150 Main Building
Moberly, MO 65270
(660) 263-4100 ext. 11236
jackief@macc.edu

Title IX Coordinator

Ann Parks
Director of Human Resources
Moberly Area Community College
101 College Avenue
138 Main Building
Moberly, MO 65270
(660) 263-4100 ext. 11272
annparks@macc.edu

Deputy Coordinator

Lori Perry
Director of Security and Residential Life

Deputy Coordinator

Moberly Area Community College
101 College Avenue
H12 Komar Hall
Moberly, MO 65270
(660) 263-4100 ext. 11247
loriperry@macc.edu

While a sexual misconduct complaint or concern can be brought forth from many sources, they are all brought to the Title IX Coordinator for review. The Coordinator ensures that MACC's policy is followed and that the investigation is conducted promptly and thoroughly and that the misconduct ceases and does not occur again. Once the extent of the investigation is determined, a Title IX investigation may include a preliminary investigation, a formal comprehensive investigation, witness interviews, and a gathering of evidence. All findings will be communicated to the appropriate parties.

VII. Investigation of Reports of Sexual Misconduct and Interim Accommodations

Reports of sexual misconduct will be investigated in a thorough, impartial, and timely manner. Throughout the investigation, all parties involved will be treated fairly and with respect. Equity in both procedures and outcomes will be maintained throughout the process. Mediation is not an option for resolution in cases involving sexual misconduct.

Following notification of alleged sexual misconduct, MACC will take immediate steps and interim measures to ensure the safety and well-being of the complainant, such as changing work and academic schedules, allowing withdrawal from or retaking a class without penalty, offering academic support, providing alternative access to academic services such as tutoring, and changing residence hall assignments when possible. MACC Security may issue no contact orders with the respondent while an investigation is pending.

Preliminary Investigation (Step One)

After a complaint about sexual misconduct is received, the Title IX Coordinator will conduct a preliminary investigation to determine if the complaint falls under the scope of Title IX and if there is evidence indicating that a policy violation may have occurred. In a preliminary investigation, the Title IX Coordinator may interview the complainant, the respondent(s), and any witness(es); review any documentary evidence submitted by either party; and document the nature and specifics of the alleged incident(s). Each party may have an advisor present who may provide support or consultation during any and all interviews but may not actively participate in the interview. The complainant's sexual history with anyone other than the accused generally will not be considered or permitted as admissible evidence as part of the preliminary investigation. Prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

A variety of evidence may be gathered during the preliminary and/or formal investigation. This evidence may include, but is not limited to, direct evidence, circumstantial evidence, documentary evidence, and second-hand hearsay evidence. The receipt of evidence will be documented throughout the course of the investigation; evidence gathered will be kept in a secure location. Prior conduct violations by the

respondent are generally not admissible as evidence. All evidence will be kept confidential to the extent permitted by law.

Following the preliminary investigation, the Title IX Coordinator shall promptly forward the complaint with related documentation to the Vice President for Instruction and will include a recommendation based on a preponderance of the evidence on whether to proceed with the next step, which is a formal, comprehensive investigation. If insufficient information exists to move the case to step two, the case will be dismissed, and the Title IX Coordinator will communicate the outcome simultaneously in writing to the complainant and the respondent(s).

Formal Investigation (Step Two)

If step two is recommended, the Vice President for Instruction will charge the Title IX Coordinator with conducting a thorough and comprehensive investigation to determine, based on a preponderance of the evidence, whether sexual misconduct occurred. The Title IX Coordinator will notify both the complainant and the respondent(s) that a formal investigation will be conducted. The Title IX Coordinator may meet or talk with both parties separately in order to clarify or gather additional information. Both parties will also be provided an opportunity to present witnesses and other evidence relevant to the incident. Should a hearing be held for this purpose, both parties will be notified by the Title IX Coordinator of the time and date of the hearing. The complainant's sexual history with anyone other than the respondent generally will not be considered or permitted as admissible evidence as part of the formal investigation. Prior consensual dating or a sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct. Each party may have an advisor present who may provide support or consultation during interviews or hearings but may not actively participate in the interview. The respondent(s) will not be permitted to personally question/interrogate the complainant during any hearing.

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether sexual misconduct has occurred, and if so, make a recommendation for action to the Vice President for Instruction. The Title IX Coordinator shall simultaneously communicate the outcome of the formal investigation in writing and resulting sanctions, if any, to both the complainant and the respondent(s). Neither party will be required to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

VIII. Sanctions and Remedies

If an employee of the College is found to have violated the College's sexual misconduct policy, possible outcomes may include the following:

- Verbal warning
- Written warning in the individual's personnel file
- Probation
- Suspension
- Reassignment of duties or location
- Required counseling or programming
- Restricted contact with the complainant

- Termination

If a student is found to have violated the College's sexual misconduct policy, possible outcomes may include the following:

- Restricted access to College property and/or events
- Removal from College-sponsored teams or clubs
- Required counseling or programming
- Changes to course/class schedule
- Removal from campus housing
- Restricted contact with complainant
- Probation
- Suspension
- Expulsion

If a visitor, vendor, or other non-employee/non-student is found to have violated the College's sexual misconduct policy, possible outcomes may include the following:

- Notification of company supervisor
- Restricted access to College property and/or events
- Restricted contact with complainant
- Restricted participation in College-sponsored or College-related organizations
- Termination of contractual arrangements

Should sexual misconduct occur at a College-sanctioned program or activity or on a College-owned or controlled property or if the complainant believes that the sexual misconduct has the potential to negatively impact his or her work or learning environment, MACC will take immediate steps to prevent the recurrence of the misconduct and to remedy discriminatory effects on the complainant and others, if appropriate. Depending on the specific nature of the misconduct, remedies may include, but are not limited to, changing class schedules, residence hall assignments, or work schedules; arranging extended time to complete or retake a class or withdraw from a class without penalty; training or retraining employees on the College's responsibilities to address allegations of sexual misconduct; and conducting prevention programs for students.

IX. Appeals/Challenges

If the complainant or respondent is not satisfied with either the outcome of the initial investigation or the outcome of the formal investigation by the Title IX Coordinator, the complainant or respondent may appeal either decision by following Steps 2 and 3 of the College's formal grievance procedure. (See Tab 1 of the MACC Policy Manual.)

Both the complainant and the respondent have the right to challenge the involvement of any College employee involved in the investigation if either party believes that a conflict of interest exists with these individuals. Any challenge shall be made in writing and submitted to the Vice President for Instruction, who will review the challenge and name an alternate individual, if warranted.

X. Time Frames

The investigation, resolution, and appeal process will be completed within 60 to 90 days of the notification. In extreme cases when the process will require more than 90 days, all parties will be notified of the status of the investigation. Both the complainant and the respondent will receive periodic updates from the Title IX Coordinator.

XI. Prevention and Education

MACC fosters a culture of respect amongst the campus community with its vision and value statements and by its setting of standards and expectations that are reinforced by the College's conduct, complaint, and sexual misconduct policies. Literature on date rape education and risk reduction, as well as MACC response, is available through the MACC Security Office. Educational resources are available online through the Student Assistance Program and Employee Assistance Program at <http://www.hhhealthassociates.com>. Additionally, the Director of Security and Residential Life conducts a climate survey on an annual basis in order to gauge the scope and nature of the problem of sexual misconduct as perceived by MACC students and employees. Information gathered from this assessment tool is used to determine further training and/or prevention efforts needed.

All MACC employees are required to complete training on preventing sexual violence and discrimination within their first thirty days of employment. An online resource is used to provide and track employee training. MACC also provides training for employees by hosting speakers on topics such as sexual harassment prevention. Additionally, key personnel attend seminars and workshops on Title IX, the Clery Act, and more.

For students, MACC also utilizes online training that covers topics related to the Clery Act, VAWA, and Title IX, such as students' rights and responsibilities; preventing sexual violence, dating violence, stalking, harassment and bullying; navigating partying, drugs and alcohol; and acting as allies for others in need. The online resource covers a full range of topics related to the Campus SaVE Act, including Sexual Violence; Bystander Intervention; "Men as Allies;" Concepts of Consent, No-Consent, and Continuous Consent; Gender Sensitivity; and Use of Drugs and Alcohol. Dorm residents, student athletes, and cheerleaders are required to complete training through the online program; however, the training is available to all MACC students. Additionally, MACC educates students about sexual assault and date rape prevention during fall orientations and through informational programs available upon request.

XII. Policy Monitoring

MACC's Compliance Committee and Title IX Coordinator continually examine MACC's Sexual Misconduct Policy to ensure that the policy is effective and understandable for community members. All policy revisions and updates will be reviewed and approved by the MACC President's Council and the MACC Board of Trustees. In addition, MACC's Director of Security and Residential Life and Director of Plant Operations work continuously to ensure that all MACC sites are safe and secure educational environments.

<http://www.macc.edu/titleix>

Pending approval by the Board of Trustees

STUDENT ASSISTANCE PROGRAM

Moberly Area Community College offers a Student Assistance Program (SAP) to help you through life's challenges while you're working on your education. This service is 100% confidential; MACC does not receive any information regarding users of this service. SAP users will receive up to three sessions with a licensed counselor completely free of charge. The SAP has resources to help you, such as referrals to shelters and advocates.

H&H Health Associates

24 hours/ 7 days a week

info@hhhealthassociates.com

www.hhhealthassociates.com

(800)832-8302

STUDENT AND EMPLOYEE SECURITY GUIDELINES

Moberly Area Community College is dedicated to providing a crime-free, safe environment for all employees and students. To have an effective program requires the continued, active support of all college personnel and members of the student body.

This brochure is made available to each student and employee at Moberly Area Community College. It is each person's responsibility to read this brochure and become informed about the college's security procedures. This information is also available on the MACC website.

All students and employees will be provided with statistics on violations of the law, (as required by the Jeanne Clery Act) which occurred on campus during the most recent calendar year and the two preceding years. This data is made available through the Security Department.

Moberly Area Community College does not recognize any off-campus student organizations or off-campus housing facilities at any of our MACC locations. Crime statistics are gathered from local law

enforcement according to the rules put in place by the Clery Act, and report statistics that occur on campus property, in residence halls, and on adjacent non-campus and/or public property.

In addition to the main campus in Moberly, MO, Moberly Area Community College operates sites in Columbia, Hannibal, Kirksville, and Mexico, MO. Statistics for all campuses can be found on the MACC website at www.macc.edu/crimestats.

The student/employee security information brochure is being issued in compliance with Public Law 101-542-Crime Awareness and Campus Security Act of 1990 and renamed the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” in 1998. Any questions concerning the information provided in this brochure should be addressed to the Security Director.

MISSING STUDENT POLICY

In accordance with the requirements of the Jeanne Clery Act, all institutions with on-campus housing are required to establish a missing student notification policy. This policy must:

1. Inform students that they can identify a contact who will be notified within 24 hours if they are reported missing
2. Create a **confidential** system for students to register their contact information
3. Inform students under the age of 18 that the institution must contact the custodial parent within 24 hours of determining a student is missing
4. Inform students that the institution will notify law enforcement within 24 hours of determining a student is missing **even if a contact person is not named**
5. Initiate notification procedures with 24 hours of determining a student is missing.

When a student checks in at McCormick Commons and Residential Center, they are asked to provide contact information of the person who we will notify should they be considered a missing person. That information is kept in their confidential residential life file which is maintained by the Director of Security and Residential Life.

All employees connected to McCormick Commons and Residential Center (Dean of Student **Affairs**, **Director of Security and Residential Life**, Dorm Supervisors, Resident Assistants) will notify the **Director of Security and Residential Life** immediately upon receiving a report that a student is missing from the dorm. The 24-hour reporting period begins when one of the above listed employees receives information that a student is missing from the dorm. Once it is determined that a student is missing from the dorm, **the Director of Security and Residential Life** or Dean of Student **Affairs** will notify the Moberly Police Department (**even if a contact person is not named**) and initiate a missing person report. Any additional information will be given immediately to **the Director of Security and Residential Life** and Dean of Student **Affairs**. This information will be forwarded to the Moberly Police Department.

Once a student has been located, **the Director of Security and Residential Life** and Dean of Student **Affairs** will be notified immediately, and the Moberly Police Department will be informed as to the student’s whereabouts.

FIRE SAFETY REPORT POLICY

In compliance with the Jeanne Clery Act, Moberly Area Community College will provide a Fire Safety Report in the annual safety publication. This report includes:

1. Statistics concerning fires in on-campus student housing
2. Descriptions of the fire safety systems in on-campus student housing
3. The number of regular mandatory supervised fire drills
4. Rules on portable electrical appliances, smoking and open flames, procedures for evacuation, and policies regarding fire safety training programs
5. Planned improvements in fire safety

Definitions of the Cause of Fires

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. The cause of a fire is defined as the factor or factors that give rise to a fire. The cause may be the result of an unintentional or intentional act, or it may be undetermined.

- An **unintentional fire** is a fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- An **intentional fire** is a fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- An **undetermined fire** is a fire in which the cause cannot be determined.

The McCormick Commons and Residential Center fire statistics for the previous calendar year will be reported in the Annual Safety Report. Copies of this report are available on all campuses, as well as on the MACC website. This facility warns residents of smoke or fire with audible horns and flashing lights in both wings, on all floors, and in the commons area. There are seven fire extinguishers and ten pull stations throughout the building. Fire extinguishers are checked annually by an authorized company. Tampering with fire equipment may result in expulsion from the dorm.

Once a fire alarm has been activated, the alarm is received by an alarm reporting agency who contacts the Moberly Fire Department and the Security Director. If there is an actual fire, a sprinkler system will activate in the area of the fire. Resident Assistants, Security Officers and Dorm Supervisors are responsible for insuring the facility is evacuated, providing it is safe to do so. They should insure the building stays unoccupied until such time that an all-clear is given by a fire official.

Mandatory supervised fire drills will be conducted once per semester by the Director of Housing and the Security Director in cooperation with the Moberly Fire Department and the Dorm Supervisors, and regular fire safety programs will be provided during the fall orientation.

Fire Safety Education and Training Programs

Residents and Employees

Moberly Area Community College main campus is the only campus to offer housing to its students. Fire safety education programs for all students living in on-campus housing and employees associated with on-campus student housing (security, dorm supervisors, RA's) are held at the beginning of each semester during the dorm orientation. These programs are designed to:

- Familiarize residents and employees with the fire safety system
- Train residents and employees on the procedures to be followed in case there is a fire
- Distribute information on McCormick Commons and Residential Center fire safety policies

Evacuation routes will be demonstrated and the location of fire equipment will be identified. MACC emphasizes that participation in fire drills is mandatory, regardless of the time of day, or the weather outside. Students with disabilities will be given special instructions on where to meet campus officials in an evacuation, to insure they get out safely.

Fire safety education and training programs are taught by local fire authorities.

If a fire occurs or an alarm sounds, residents and employees should leave the building via evacuation routes and get to a predetermined location before calling 911. They should remain in that area and not leave until given permission by Security or a dorm supervisor so that everyone in the building can be accounted for. Alarms should be pulled as residents and employees are leaving the building if they can do so safely.

Student and Employee Evacuation Procedures

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, Moberly Area Community College will begin making immediate contact with students and employees via Timely Warnings, banner alerts, email, Hound Alerts, myMACC, and the MACC website. Information will be given regarding the emergency or dangerous situation, as well as directions on whether or not to evacuate, and if evacuation is called for, where the campus community should go for shelter and more information. Those emergencies and dangerous situations may include crimes, fires, severe weather, infectious diseases, and other situations that affect the campus community. Federal compliance requires at minimum, one test of the emergency response procedures annually. The Director of Security and Residential Life will randomly choose the date and time of the test, and all students, employees and visitors will be expected to respond to the test without hesitation.

A separate test will be conducted for McCormick Commons and Residential Center. Moberly Fire Department will work annually with the residents of MCRC during the fall orientation to discuss potential threats and evacuation procedures for their area.

All fires and all fire alarms should be reported as soon as possible to the on-duty security officer at (660)651-9011, or to the Director of Security and Residential Life at (660)263-4100 or (660)833-6990.

The McCormick Commons and Residential Center Handbook states the following in regard to electrical appliances: “Cooking appliances approved for use: toasters (not toaster ovens), coffee makers, crock pots, rice steamers and air-popcorn poppers. All appliances must be UL-approved.”

In addition, smoking, candles and incense are prohibited in all parts of the building including individual rooms. In the event a student hears a fire alarm sounding, he or she should quickly proceed to the nearest exit, informing others along the way. If the student believes someone is still inside the building, they should report this information to the first MACC or fire official they see.

McCormick Commons and Residential Center Fire Safety Report (Plant Operations)

- Comprised of a women’s dorm (built in 1989), a men’s dorm (built in 2006) and a common area (built in 2006) that connects the two dormitories.
- No improvements for fire safety are scheduled for this facility.

Sprinkler system

- Installed in 2006, the sprinkler system covers the men’s dorm and the central common area.

Fire alarm system

- Installed in 2006, the building has one central fire alarm panel that encompasses the men’s dorm, women’s dorm and central common area. This system detects smoke, which triggers the main panel to set off the alarm system throughout the entire facility with horns, strobe lights and an exterior bell to alert those attempting to enter the building.

Fire doors and walls

- The entire facility is constructed out of concrete masonry units (CMU blocks) to control and slow-down the spread of fire. Fire-rated sheetrock is installed throughout all of the ceilings and solid doors are in place to control the spread of fire.

Fire extinguishers

- Available on each of the floors of the facility and in the common area are ABC fire extinguishers. The fire suppression system is installed over the range in the kitchen of the common area, along with a commercial vent hood.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information 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 at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from the Missouri State Highway Patrol at the link below:

www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html

EMERGENCY NOTIFICATION PROCEDURE

Once a significant emergency has been identified on any Moberly Area Community College campus, contact should immediately be made with the local police department and the Director of Security and Residential Life at 660-263-4100 x11247 or 660-833-6990. The Director of Security and Residential Life will also contact the President, who will contact the Vice Presidents and Deans. A determination will then be made by that group the content of the notification.

Once the Director has been notified, the Hound Alert system will be activated and an emergency notification will be sent to all students, faculty and staff signed up for the service. All students, faculty and staff will be notified via the Alertus computer alert system, as well as through emails, Facebook and Twitter, macc.edu, myMACC and Canvas. Select other administration and employees can activate the alert system, but the Director should send the Hound Alert if available.

HOUND ALERTS

Students, faculty and staff are encouraged to register for Hound Alerts, Moberly Area Community College's emergency notification system. It is the best way to receive accurate and up-to-date information on critical safety issues and campus closings. The system (e2campus) sends immediate messages to registered users with information critical to their safety and well-being. The service also posts messages to the MACC official Facebook page and Twitter feed.

Frequently asked questions

How do I sign up?

Go to macc.edu and scroll to the bottom of the page. Click on campus security, and then click on the hand holding the cell phone that says Hound Alerts. The system will take you through the prompt to create an account and sign up for the messaging you choose (text messages, email, voice message).

How do I remove myself from receiving alerts?

When you sign up, there is an option to indicate the “end date” of your account. If you want to remove yourself before the end date, simply log back into your account and remove yourself.

When will Hound Alerts be used?

- When there is a threat to personal safety
- When there is believed to be an armed or dangerous person on or near campus
- Facility emergencies, such as fire or power outage, which require evacuation
- Severe weather—this could be an actually closing due to snow or ice, or it could be a “take cover” type alert for a tornado.

What is the cost of using Hound Alerts?

There is no charge assessed by MACC to the user—we pay for the service. However, depending on your cellular plan, you may incur SMS/text charges from your carrier.

Will my contact information be shared?

MACC will keep your contact information confidential, and will only share it with the e2campus company for the purpose of using this service. e2campus will not share your information with other companies.

A Hound Alert went out, but I did not receive it—what happened?

You may not receive your Hound Alert at the same time as others due to your cell phone carrier, not the system. If you do not receive the alert at all, it could be because your account has expired and you need to change the date in your account. It could also be that you changed numbers or carriers, and forgot to change it on the system.

If there seems to be another issue, contact the Director of Security and Residential Life at 660-263-4100 x11247.

What other methods does MACC use to provide emergency information to the college community?

- Alertus—computer screen messages sent to all MACC-owned computers
- Emails to all students, faculty and staff
- Home page--macc.edu
- myMACC

- Canvas
- Local radio and TV stations

Other questions? Contact the Director of Security and Residential Life at 660-263-4100 x11247.

HOUSING

Moberly Area Community College provides college housing on the Moberly campus only. MACC is NOT associated with any other housing except the MACC residence halls in Moberly. We do not own, lease or promote any off-campus housing sites.

TYPES OF PROGRAMS DESIGNED TO INFORM STUDENTS ABOUT CAMPUS SECURITY PROCEDURES:

All college personnel are involved in the Moberly Area Community College crime prevention program. Distribution of literature containing “crime prevention tips” has been established to promote security awareness among the students and employees.

All employees are required to attend ALiCE intruder training, and the training is also offered to students. Regular “Security Briefs” are provided to alert the campus community of potential crimes or scams, including information on how to avoid being a victim. Training is also offered on-line through Workplace Answers and Student Empowerment courses, regarding Title IX sexual misconduct, drugs alcohol and other pertinent information. The student/employee safety guidelines shall be available to each student during registration and to each employee during the fall faculty/staff orientation. In addition, programs relevant to campus security are made available to both students and employees each semester.

Students and staff (and potential students and staff) at Moberly Area Community College have the right to be provided with statistics concerning the occurrence on campus, in non-campus buildings and on public property (meeting the definition as described in (6) (A) of the act) during the most recent calendar year, and during the two (2) preceding calendar years for which data are available of the following criminal offenses reported to campus security or local police agencies. Moberly Area Community College does not recognize any off-campus student organizations or off-campus housing facilities at any of our MACC locations. Crime statistics are gathered from local law enforcement according to the rules put in place by the Clery Act, and report statistics that occur on campus property, in residence halls, and on adjacent non-campus and/or public property

1. Homicide
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated Assault
5. Non-Aggravated Assault
6. Burglary
7. Motor Vehicle Theft
8. Arson
9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.
10. Missing Persons
11. Residence Hall Fires

Of the crimes listed in number 1-8, larceny, simple assault and vandalism, and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, this data shall be collected and reported according to category of prejudice.

MOBERLY AREA COMMUNITY COLLEGE – MAIN CAMPUS

POLICY REGARDING PROCEDURES STUDENTS AND EMPLOYEES ARE TO FOLLOW WHEN REPORTING ON-CAMPUS CRIMINAL ACTIVITIES OR OTHER EMERGENCIES AND THE PROCEDURES THE COLLEGE WILL FOLLOW WHEN RECEIVING SUCH REPORTS:

All students and employees are to report any criminal activity or emergency that is observed on campus. Depending on the nature of the criminal activity or emergency, this report should be made to a campus security authority or directly to 911 (8-911). The Moberly Police Department, Fire Department, or ambulance service may be requested for assistance. Following the incident, a written report will be submitted. In order to meet the requirements of the Department of Education, every employee of Moberly Area Community College, regardless of employment status, is required to report all crimes and/or concerning behaviors to the Security Department as soon as possible, with no exceptions. This includes both incidents witnessed by, and incidents reported to the employee. To report a crime and/or concerning behavior on the Moberly campus, contact Security at (660) 263-4100x11247. At the Kirksville, Edina, Hannibal, Mexico, and Columbia sites, contact the site director or assistant director, who will forward your report to the Director of Security and Residential Life.

You will be asked to complete a MACC Incident Report (form GI601), which can be found under employee resources on myMACC.

Any time an incident is reported; it will be addressed in the most expedient manner and resolved as soon as possible. All incidents will be entered on a daily log to include the nature, date, time, general location of the crime and, if known, the disposition of the complaint. This log will be maintained by Director of Security and Residential Life and will be open for public inspection within two (2) business days of the initial report being made to the department or a campus security authority. Further, any new information received will be recorded within two (2) days after it becomes available.

In addition to the Daily Log, the MACC Director of Security and Residential Life shall issue timely notices to students and staff regarding crimes that are listed Clery Act, crimes that are reported to campus security or local police, and situations that may pose a threat to the campus community. These timely warnings will be posted on the website and through Hound Alerts.

TIMELY WARNINGS

Moberly Area Community College is committed to providing its campus community members with information necessary to make informed decisions about personal safety. In accordance with the Clery Act, information regarding crimes reported to MACC Security or local law enforcement agencies that are considered by MACC to represent a serious or continuing threat to students and employees will be issued a **timely warning**.

The decision to issue a timely warning must be done on a case-by-case basis. Some of the factors to be considered are the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The Security Director, who is responsible for safety and security on all MACC campuses, will issue the **timely warning**. **Timely warnings** will include the date, time, and location of the alleged incident, a brief description regarding the reported crime, and in cases where the suspect or perpetrator is known, the name of the individual and the campus he or she attends. If the suspect is unknown, any descriptive information available will be included. It is irrelevant whether the victims or perpetrators are members of the campus community. The **timely warning** will also include crime prevention tips regarding the incident, and where to call if you have information regarding the incident.

Timely warnings will generally be issued on the Security page of the MACC website with a link to “**Timely Warnings**”. In some cases, when the elements of the crime demand a higher level of notification, **timely warnings** will be issued through MACC college-wide email and myMACC.

If you do not check your MACC email or the announcements on myMACC, it is recommended that you do so. These services are free, and will keep you informed and in-touch with what is happening around you.

POLICY CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES:

Moberly Area Community College personnel are available in case of emergencies as listed below. The Moberly Police Department is to be contacted in case of emergencies if college personnel cannot be reached, however, the Security cell phone is monitored 24 hours a day.

The Student Services Office is open and staffed 7:30 a.m.-9:00 p.m. Monday through Thursday; from 7:30 a.m.-5:00 p.m. on Friday. Custodians arrive at 6:30 a.m. and are accessible until 1:30 a.m. on Monday through Friday.

The college’s security officers are on duty Monday-Friday 7:00 a.m. – Midnight; Saturday and Sunday 8:00 a.m. – Midnight. The security office hours are 7:00 a.m.-5:00 p.m. Monday through Friday.

Security is provided for all campus buildings, parking areas and areas of access to students and employees. Parking lots and connecting walkways have lighting which is designed to increase the security of these areas. College classroom buildings are locked and secured at 10:00 p.m. on Monday through Thursday, and 6:00 p.m. on Friday. The McCormick Commons and Residential Center is locked promptly at 11:00 p.m. Sunday through Thursday and at 1:00 a.m. Saturday and Sunday mornings. College security patrols dormitory areas, parking lots and campus facilities each evening, and until 6:00 a.m. the following morning. The security officers are assigned specific responsibilities during their hours of duty. They must verify that specific areas of the college are secure and that all security devices are working properly, including outside lighting. Any unusual incidents that are not considered emergencies are reported to the supervisor on a report form. Students and employees are encouraged to contact a security officer when any situation is observed that could lead to an accident or is considered suspicious in nature. In addition to campus security the emergency number 911 is in effect in Moberly (you must dial 8-911 from a campus phone). The Security cell phone number is (660) 651-9011.

CAMPUS LAW ENFORCEMENT POLICIES:

College security officers are authorized to enforce the rules and regulations as adopted by the Moberly Area Community College Board of Trustees. Campus security has the right to detain with justification and without the use of physical force, but not to arrest, unauthorized persons on college premises. If appropriate, security personnel can testify in civil/criminal offenses as to what they personally observed concerning an incident.

Moberly Area Community College works closely with local law enforcement agencies in areas that may require law enforcement authority. Security personnel and custodians carry a radio/phone for immediate contact by the evening supervisor, dormitory supervisor, library staff and Learning Center staff.

The Missouri Highway Patrol, Randolph County Sheriff's Office, Moberly Police Department, Randolph County Ambulance and Moberly Fire Department may be contacted in case of an emergency or criminal activity.

Students and employees who witness criminal activity or emergency situations occurring on campus, are expected to cooperate fully with campus security or local law enforcement agencies so appropriate action can be taken in the most expedient manner. This cooperation will help with the prevention of criminal activity and ensure the safety of all students and employees of Moberly Area Community College.

SEXUAL ASSAULT PROCEDURES

If a Moberly Area Community College student is the victim of sexual assault, your first priority should be to get to a place of safety.

1. Seek medical attention in an emergency room that performs legal rape exams.
Moberly Regional Medical Center (660) 263-8400
2. Call the Moberly Police Department at (660) 263-0346 or dial 911 (9-911) as soon as possible.
Time is a critical factor for evidence collection and preservation.
3. Notify MACC Security
(660) 263-4100, ext. 11247 or (660) 651-9011
4. Seek support and assistance:
Burrell Behavior Health
(660) 263-7651
Safe Passage
(660) 269-8111 or (800) 616-3754
5. Remember:
 - To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
 - You are the person in control when you call the police department and you decide how you want the incident handled.
 - You may press charges against the suspect and may ask that College disciplinary action be initiated against the suspect.
 - You and the accused are entitled to the same opportunities to have others present during campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought which alleges a sexual assault.
 - You may request that your academic and living situation be changed, if reasonably available.
 - The MACC Security Department offers sexual assault education to students and employees upon request. Literature is available on date rape education and risk reduction.

COLUMBIA HIGHER EDUCATION CENTER

POLICY REGARDING PROCEDURES STUDENTS AND EMPLOYEES ARE TO FOLLOW WHEN REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES AND THE PROCEDURES THE COLLEGE WILL FOLLOW WHEN RECEIVING SUCH REPORTS:

All students and employees are to report any criminal activity or emergency that is observed to 911 or the nearest supervisor or administrator. The college official will receive the information and take the necessary measures to resolve the situation. Depending on the nature of the criminal activity or emergency, the Columbia Police Department, or ambulance service may be requested. Following the incident, a written report will be submitted. In order to meet the requirements of the Department of Education, every employee of Moberly Area Community College, regardless of employment status, is required to report all crimes and/or concerning behaviors to the Security Department as soon as possible, with no exceptions. This includes both incidents witnessed by, and incidents reported to the employee. To report a crime and/or concerning behavior on the Moberly campus, contact Security at (660) 263-4100 x11247. At the Kirksville, Edina, Hannibal, Mexico and Columbia sites, contact the site director or assistant director, who will forward your report to the Security Director. You will be asked to complete an MACC Incident Report (form GI 601), which can be found under employee resources on myMACC.

Anytime an incident is reported, it will be addressed in the most expedient manner and resolved as soon as possible. All incidents will be entered on a daily log to include the nature, date, time, general location of the crime and, if known, the disposition of the complaint. This log will be maintained by the site administrator and will be open for public inspection within two (2) business days of the initial report being made. Further, any new information received will be recorded within two (2) days after it becomes available.

In addition to the Daily Log, the MACC Security Director shall issue timely notices to students and staff regarding crimes that are listed in the Clery Act, crimes that are reported to local police, and situations that may pose a threat to the campus community. These timely warnings will be posted on the website and through Hound Alerts.

TIMELY WARNINGS

Moberly Area Community College is committed to providing its campus community members with information necessary to make informed decisions about personal safety. In accordance with the Clery Act, information regarding crimes reported to MACC Security or local law enforcement agencies that are considered by MACC to represent a serious or continuing threat to students and employees will be issued a **timely warning**.

The decision to issue a timely warning must be done on a case-by-case basis. Some of the factors to be considered are the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The Security Director, who is responsible for safety and security on all MACC campuses, will issue the **timely warning**. **Timely warnings** will include the date, time, and location of the alleged incident, a brief description regarding the reported crime, and in cases where the suspect or perpetrator is known, the name of the individual and the campus he or she attends. If the suspect is unknown, any descriptive information available will be included. It is irrelevant whether the victims or perpetrators are members of the campus community. The **timely warning** will also include crime prevention tips regarding the incident, and where to call if you have information regarding the incident.

Timely warnings will generally be issued on the Security page of the MACC website with a link to “**Timely Warnings**”. In some cases, when the elements of the crime demand a higher level of notification, **timely warnings** will be issued through MACC college-wide email and myMACC.

If you do not check your MACC email or the announcements on myMACC, it is recommended that you do so. These services are free, and will keep you informed and in-touch with what is happening around you.

POLICY CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES:

Moberly Area Community College personnel are available in case of emergencies as listed below. Security is on duty Monday through Thursday from 5:30 - 9:30 p.m., patrolling parking lots and providing escorts. The Columbia Police Department is to be contacted in case of emergencies if college personnel cannot be reached.

The Columbia Site Administrative Office is open and staffed 7:00 a.m. - 9:00 p.m. Monday through Thursday; from 7:00 a.m. - 5:00 p.m. on Friday.

Students and employees are encouraged to contact a college administrator when any situation is observed that could lead to an accident or is considered suspicious in nature. The emergency number 911 is in effect in Columbia.

CAMPUS LAW ENFORCEMENT POLICIES:

Moberly Area Community College works closely with local law enforcement agencies in areas that may require law enforcement authority.

The Missouri Highway Patrol, Boone County Sheriff's Office, Columbia Police Department, the local ambulance service and Columbia Fire Department may be contacted in case of an emergency or criminal activity.

Students and employees, who witness criminal activity or emergency situations are expected to cooperate fully with local law enforcement agencies so appropriate action can be taken in the most expedient manner. This cooperation will help with the prevention of criminal activity and ensure the safety of all students and employees.

SEXUAL ASSAULT PROCEDURES

A student who is the victim of a sexual assault should do the following immediately after the assault:

1. Seek medical attention in an emergency room that performs legal rape exams.
Boone Hospital Center (573) 875-8000 or University Hospital (573) 882-4141
2. Call 911 or the Columbia Police Department (573) 442-6131 as soon as possible.
Time is a critical factor for evidence collection and preservation.
3. Notify MACC college personnel.
(573) 234-1067
4. Seek support and assistance:
The Shelter Columbia, Missouri
1-800-548-2480 or (573) 875-1369
5. Remember:
 - To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
 - You are the person in control when you contact the police department and you decide how you want the incident handled. You may press charges against the suspect and may ask that college disciplinary action be initiated against the suspect.
 - You and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought which alleges a sexual assault.
 - You may request that your academic situation be changed, if reasonable available.

ADVANCED TECHNOLOGY CENTER- MEXICO

POLICY REGARDING PROCEDURES STUDENTS AND EMPLOYEES ARE TO FOLLOW WHEN REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES ARE THE PROCEDURES THE COLLEGE WILL FOLLOW WHEN RECEIVING SUCH REPORTS:

All students and employees are to report any criminal activity or emergency that is observed to 911 or the nearest supervisor or administrator. The college official will receive the information and take the necessary measures to resolve the situation. Depending on the nature of the criminal activity or emergency, the Mexico Public Safety, Fire Department, or ambulance service may be requested. Following the incident, a written report will be submitted. In order to meet the requirements of the Department of Education, every employee of Moberly Area Community College, regardless of employment status, is required to report all crimes and/or concerning behaviors to the Security Department as soon as possible, with no exceptions. This includes both incidents witnessed by, and incidents reported to the employee. To report a crime and/or concerning behavior on the Moberly campus, contact Security at (660) 263-4100 x11247. At the Kirksville, Edina, Hannibal, Mexico and Columbia sites, contact the site director or assistant director, who will forward your report to the Security Director. You will be asked to complete an MACC Incident Report (form GI 601), which can be found under employee resources on myMACC.

Anytime an incident is reported, it will be addressed in the most expedient manner and resolved as soon as possible. All incidents will be entered on a daily log to include the nature, date, time, general location of the crime and, if known, the disposition of the complaint. This log will be maintained by the site administrator and will be open for public inspection within two (2) business days of the initial report being made. Further, any new information received will be recorded within two (2) days after it becomes available.

In addition to the Daily Log, the MACC Security Director shall issue timely notices to students and staff regarding crimes that are listed in the Clery Act, crimes that are reported to local police, and situations that may pose a threat to the campus community. These timely warnings will be posted on the website and through Hound Alerts.

TIMELY WARNINGS

Moberly Area Community College is committed to providing its campus community members with information necessary to make informed decisions about personal safety. In accordance with the Clery Act, information regarding crimes reported to MACC Security or local law enforcement agencies that are considered by MACC to represent a serious or continuing threat to students and employees will be issued a **timely warning**.

The decision to issue a timely warning must be done on a case-by-case basis. Some of the factors to be considered are the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The Security Director, who is responsible for safety and security on all MACC campuses, will issue the **timely warning**. **Timely warnings** will include the date, time, and location of the alleged incident, a brief description regarding the reported crime, and in cases where the suspect or perpetrator is known, the name of the individual and the campus he or she attends. If the suspect is unknown, any descriptive information available will be included. It is irrelevant whether the victims or perpetrators are members of the campus community. The **timely warning** will also include crime prevention tips regarding the incident, and where to call if you have information regarding the incident.

Timely warnings will generally be issued on the Security page of the MACC website with a link to “**Timely Warnings**”. In some cases, when the elements of the crime demand a higher level of notification, **timely warnings** will be issued through MACC college-wide email and myMACC.

If you do not check your MACC email or the announcements on myMACC, it is recommended that you do so. These services are free, and will keep you informed and in-touch with what is happening around you.

POLICY CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES:

Moberly Area Community College personnel are available in case of emergencies as listed below. The Mexico Police Department is to be contacted in case of emergencies if college personnel cannot be reached.

The Advanced Technology Center Administrative Office is open and staffed 8:00 a.m. - 9:00 p.m. Monday through Thursday; from 8:00 a.m. - 5:00 p.m. on Friday. Custodians arrive at 7:00 a.m. and are accessible until 10:00 p.m. on Monday through Thursday and Friday until 5:00 p.m.

Parking lots and walkways have lighting which is designed to increase the security of these areas. The Advanced Technology Center building is locked and secured at 10:00 p.m. on Monday through Thursday, and at 5:00 p.m. on Friday.

Students and employees are encouraged to contact a college administrator when any situation is observed that could lead to an accident or is considered suspicious in nature. The emergency number 911 is in effect in Mexico.

CAMPUS LAW ENFORCEMENT POLICIES:

Moberly Area Community College works closely with local law enforcement agencies in areas that may require law enforcement authority.

The Missouri Highway Patrol, Audrain County Sheriff's Office, Mexico Public Safety, and the local ambulance service may be contacted in case of an emergency or criminal activity.

Students and employees, who witness criminal activity or emergency situations are expected to cooperate fully with local law enforcement agencies so appropriate action can be taken in the most expedient manner. This cooperation will help with the prevention of criminal activity and ensure the safety of all students and employees.

SEXUAL ASSAULT PROCEDURES

A student who is the victim of a sexual assault should do the following immediately after the assault:

6. Seek medical attention in an emergency room that performs legal rape exams.
Audrain Medical Center (573) 582-5000
7. Call 911 or Mexico Public Safety (573) 473-5800 as soon as possible.
Time is a critical factor for evidence collection and preservation.
8. Notify MACC college personnel.
(573) 582-0817
9. Seek support and assistance:
Arthur Center
704 E. Monroe
Mexico, Missouri
(573) 581-1785
10. Remember:
 - To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
 - You are the person in control when you contact the police department and you decide how you want the incident handled. You may press charges against the suspect and may ask that college disciplinary action be initiated against the suspect.
 - You and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought which alleges a sexual assault.
 - You may request that your academic situation be changed, if reasonable available.

KIRKSVILLE HIGHER EDUCATION CENTER

POLICY REGARDING PROCEDURES STUDENTS AND EMPLOYEES ARE TO FOLLOW WHEN REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES AND THE PROCEDURES THE COLLEGE WILL FOLLOW WHEN RECEIVING SUCH REPORTS:

All students and employees are to report any criminal activity or emergency that is observed to 911 or the nearest supervisor or administrator. The college official will receive the information and take the necessary measures to resolve the situation. Depending on the nature of the criminal activity or emergency, the Kirksville Police Department, Fire Department, or ambulance service may be requested. Following the incident, a written report will be submitted. In order to meet the requirements of the Department of Education, every employee of Moberly Area Community College, regardless of employment status, is required to report all crimes and/or concerning behaviors to the Security Department as soon as possible, with no exceptions. This includes both incidents witnessed by, and incidents reported to the employee. To report a crime and/or concerning behavior on the Moberly campus, contact Security at (660) 263-4100 x11247. At the Kirksville, Edina, Hannibal, Mexico and Columbia sites, contact the site director or assistant director, who will forward your report to the Security Director. You will be asked to complete an MACC Incident Report (form GI 601), which can be found under employee resources on myMACC.

Anytime an incident is reported, it will be addressed in the most expedient manner and resolved as soon as possible. All incidents will be entered on a daily log to include the nature, date, time, general location of the crime and, if known, the disposition of the complaint. This log will be maintained by the site administrator and will be open for public inspection within two (2) business days of the initial report being made. Further, any new information received will be recorded within two (2) days after it becomes available.

In addition to the Daily Log, the MACC Security Director shall issue timely notices to students and staff regarding crimes that are listed in the Clery Act, crimes that are reported to local police, and situations that may pose a threat to the campus community. These timely warnings will be posted on the website and through Hound Alerts.

TIMELY WARNINGS

Moberly Area Community College is committed to providing its campus community members with information necessary to make informed decisions about personal safety. In accordance with the Clery Act, information regarding crimes reported to MACC Security or local law enforcement agencies that are considered by MACC to represent a serious or continuing threat to students and employees will be issued a **timely warning**.

The decision to issue a timely warning must be done on a case-by-case basis. Some of the factors to be considered are the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The Security Director, who is responsible for safety and security on all MACC campuses, will issue the **timely warning**. **Timely warnings** will include the date, time, and location of the alleged incident, a brief description regarding the reported crime, and in cases where the suspect or perpetrator is known, the name of the individual and the campus he or she attends. If the suspect is unknown, any descriptive information available will be included. It is irrelevant whether the victims or perpetrators are members of the campus community. The **timely warning** will also include crime prevention tips regarding the incident, and where to call if you have information regarding the incident.

Timely warnings will generally be issued on the Security page of the MACC website with a link to “**Timely Warnings**”. In some cases, when the elements of the crime demand a higher level of notification, **timely warnings** will be issued through MACC college-wide email and myMACC.

If you do not check your MACC email or the announcements on myMACC, it is recommended that you do so. These services are free, and will keep you informed and in-touch with what is happening around you.

POLICY CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES:

Moberly Area Community College personnel are available in case of emergencies as listed below. The Kirksville Police Department is to be contacted in case of emergencies if college personnel cannot be reached.

The Kirksville Administrative Office is open and staffed 7:30 a.m. - 9:00 p.m. Monday through Thursday; from 7:30 a.m. - 5:00 p.m. on Friday.

Parking lots and walkways have lighting which is designed to increase the security of these areas. The Advanced Technology Center building is locked and secured at 9:00 p.m. on Monday through Thursday, and at 5:00 p.m. on Friday

Students and employees are encouraged to contact a college administrator when any situation is observed that could lead to an accident or is considered suspicious in nature. The emergency number 911 is in effect in Kirksville.

CAMPUS LAW ENFORCEMENT POLICIES:

Moberly Area Community College works closely with local law enforcement agencies in areas that may require law enforcement authority.

The Missouri Highway Patrol, Adair County Sheriff's Office, Kirksville Police Department, the local ambulance service and Kirksville Fire Department may be contacted in case of an emergency or criminal activity.

Students and employees, who witness criminal activity or emergency situations are expected to cooperate fully with local law enforcement agencies so appropriate action can be taken in the most expedient manner. This cooperation will help with the prevention of criminal activity and ensure the safety of all students and employees.

SEXUAL ASSAULT PROCEDURES

A student who is the victim of a sexual assault should do the following immediately after the assault:

1. Seek medical attention in an emergency room that performs legal rape exams.
Northeast Regional Medical Center (660) 785-1000
2. Call 911 or the Kirksville Police Department (660) 665-5621 as soon as possible.
Time is a critical factor for evidence collection and preservation.
3. Notify MACC college personnel.
(660) 665-0345
4. Seek support and assistance:
Preferred Family Healthcare
1101 Jamison
Kirksville, Missouri
(660) 665-1962
5. Remember:
 - To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
 - You are the person in control when you contact the police department and you decide how you want the incident handled. You may press charges against the suspect and may ask that college disciplinary action be initiated against the suspect.
 - You and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought which alleges a sexual assault.
 - You may request that your academic situation be changed, if reasonable available.

HANNIBAL HIGH EDUCATION CENTER

POLICY REGARDING PROCEDURES STUDENTS AND EMPLOYEES ARE TO FOLLOW WHEN REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES AND THE PROCEDURES THE COLLEGE WILL FOLLOW WHEN RECEIVING SUCH REPORTS:

All students and employees are to report any criminal activity or emergency that is observed to 911 or the nearest supervisor or administrator. The college official will receive the information and take the necessary measures to resolve the situation. Depending on the nature of the criminal activity or emergency, the Hannibal Police Department, Fire Department, ambulance service may be requested. Following the incident, a written report will be submitted. In order to meet the requirements of the Department of Education, every employee of Moberly Area Community College, regardless of employment status, is required to report all crimes and/or concerning behaviors to the Security Department as soon as possible, with no exceptions. This includes both incidents witnessed by, and incidents reported to the employee. To report a crime and/or concerning behavior on the Moberly campus, contact Security at (660) 263-4100 x11247. At the Kirksville, Edina, Hannibal, Mexico and Columbia sites, contact the site director or assistant director, who will forward your report to the Security Director. You will be asked to complete an MACC Incident Report (form GI 601), which can be found under employee resources on myMACC.

Anytime an incident is reported, it will be addressed in the most expedient manner and resolved as soon as possible. All incidents will be entered on a daily log to include the nature, date, time, general location of the crime and, if known, the disposition of the complaint. This log will be maintained by the site administrator and will be open for public inspection within two (2) business days of the initial report being made. Further, any new information received will be recorded within two (2) days after it becomes available.

In addition to the Daily Log, the MACC Security Director shall issue timely notices to students and staff regarding crimes that are listed in the Clery Act, crimes that are reported to local police, and situations that may pose a threat to the campus community. These timely warnings will be posted on the website and through Hound Alerts.

TIMELY WARNINGS

Moberly Area Community College is committed to providing its campus community members with information necessary to make informed decisions about personal safety. In accordance with the Clery Act, information regarding crimes reported to MACC Security or local law enforcement agencies that are considered by MACC to represent a serious or continuing threat to students and employees will be issued a **timely warning**.

The decision to issue a timely warning must be done on a case-by-case basis. Some of the factors to be considered are the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The Security Director, who is responsible for safety and security on all MACC campuses, will issue the **timely warning**. **Timely warnings** will include the date, time, and location of the alleged incident, a brief description regarding the reported crime, and in cases where the suspect or perpetrator is known, the name of the individual and the campus he or she attends. If the suspect is unknown, any descriptive information available will be included. It is irrelevant whether the victims or perpetrators are members of the campus community. The **timely warning** will also include crime prevention tips regarding the incident, and where to call if you have information regarding the incident.

Timely warnings will generally be issued on the Security page of the MACC website with a link to “**Timely Warnings**”. In some cases, when the elements of the crime demand a higher level of notification, **timely warnings** will be issued through MACC college-wide email and myMACC.

If you do not check your MACC email or the announcements on myMACC, it is recommended that you do so. These services are free, and will keep you informed and in-touch with what is happening around you.

POLICY CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES:

Moberly Area Community College personnel are available in case of emergencies as listed below. The Hannibal Police Department is to be contacted in case of emergencies if college personnel cannot be reached.

The Hannibal Center Administrative Office is open and staffed 8:00 a.m. - 7:00 p.m. Monday through Thursday; from 8:00 a.m. - 5:00 p.m. on Friday.

Parking lots and walkways have lighting which is designed to increase the security of these areas. The Advanced Technology Center building is locked and secured at 7:00 p.m. on Monday through Thursday, and at 5:00 p.m. on Friday

Students and employees are encouraged to contact a college administrator when any situation is observed that could lead to an accident or is considered suspicious in nature. The emergency number 911 is in effect in Hannibal.

CAMPUS LAW ENFORCEMENT POLICIES:

Moberly Area Community College works closely with local law enforcement agencies in areas that may require law enforcement authority.

The Missouri Highway Patrol, Marion County Sheriff's Office, Hannibal Police Department, the local ambulance service and Hannibal Fire Department may be contacted in case of an emergency or criminal activity.

Students and employees, who witness criminal activity or emergency situations are expected to cooperate fully with local law enforcement agencies so appropriate action can be taken in the most expedient manner. This cooperation will help with the prevention of criminal activity and ensure the safety of all students and employees.

SEXUAL ASSAULT PROCEDURES

A student who is the victim of a sexual assault should do the following immediately after the assault:

1. Seek medical attention in an emergency room the preforms legal rape exams.
Hannibal Regional Medical Center (573) 248-1300
2. Call 911 or the Police Hannibal Police Department (573) 221-0987 as soon as possible.
Time is a critical factor for evidence collection and preservation.
3. Notify MACC college personnel.
(573) 231-0941
4. Seek support and assistance:
Avenues
Hannibal, Missouri
1-800-678-7713 or (573)221-4280
5. Remember:
 - To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
 - You are the person in control when you contact the police department and you decide how you want the incident handled. You may press charges against the suspect and may ask that college disciplinary action be initiated against the suspect.
 - You and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome of any disciplinary proceeding brought which alleges a sexual assault.
 - You may request that your academic situation be changed, if reasonable available.

CAMPUS ADDRESSES and EMERGENCY NUMBERS

Moberly Area Community College 101 College Avenue Moberly, MO 65270 (660) 263-4110	Security 651-9011 Emergency 8-911 Police 263-0346 Fire 269-8705 Ambulance 263-2267
Columbia Higher Education Center 601 Business Loop 70 West Suite 216 Columbia, MO 65203 (573) 234-1067	Emergency 911 Police 442-6131 Fire 442-6131 Ambulance 442-6131
Mexico Higher Education Center 2900 Doreli Lane Mexico, MO 65265 (573) 582-0817	Emergency 911 Police 473-5800 Fire 473-5800 Ambulance 473-5800
Kirksville Higher Education Center 2105 East Normal Kirksville, MO 63501 (660) 665-0345	Emergency 911 Police 665-5621 Ambulance 665-1260
Hannibal Higher Education Center 141 Communications Drive Hannibal, MO 63401 (573) 231-0941	Emergency 911 Police 221-0987 Fire 221-0657 Ambulance 221-5510

CRIME PREVENTION TIPS

- Never leave valuables within view in a vehicle
- Secure a parked vehicle with locked doors and windows closed
- Don't leave a parked car running while unoccupied
- Let friends or family know where you will be
- Avoid unknown locations or new situations at night
- Go in a group and stay with the group – don't leave friends behind
- Lock car doors when traveling
- Don't give out social security numbers- get a generated number on your license
- Don't leave property unattended
- Never leave drinks unattended at a club
- Lock doors at home whether you are there or not
- Don't answer the door if you don't know who it is and never let a stranger in to "use the phone"
- If you must drink, DRINK RESPONSIBLY! And don't mix alcohol with high energy drinks
- Using drugs can make it hard to learn and remember things-school and work may seem harder, and drug use can affect your coordination and cloud your thinking.

USE OF ALCOHOL AND OTHER DRUGS POLICY *(Revised March 31, 2014)* **L.090**

The College is committed to the education and the development of students, faculty, and staff regarding the prevention of the abuse of alcohol and other drugs. In order to provide the best possible educational environment, students are expected to attend class and employees are required to report to work in an appropriate mental and physical condition. It is the intent and obligation of L-5 the College to provide a drug- and alcohol-free, healthful, safe, and secure environment in compliance with the Drug-Free Workplace Act and the Drug-Free School and Communities Act.

All employees, including student employees, as a condition of employment, must abide by the terms of this policy and report any convictions under a criminal drug/alcohol statute for violations occurring on or off College premises, at College-sponsored activities, or while otherwise conducting College business. A report of conviction must be made to the President's Office within five days of the conviction. This requirement is mandated for all employees by the Drug-Free Workplace Act of 1988.

Training and Education

All employees and students are encouraged to participate in the courses that MACC provides for alcohol and drug training. During the 90-minute course participants will navigate issues related to partying, drugs and alcohol. The course includes discussion on the dangers of alcohol, alcohol and the law, knowing what is in a drink and signs of drunkenness, social pressures and drinking, the effects of drugs on the brain, date rape drugs, and penalties for violating the law. The training also covers myths about drugs and alcohol, and bystander tips for assisting someone under the influence. Pending Board approval.

Violations and Sanctions

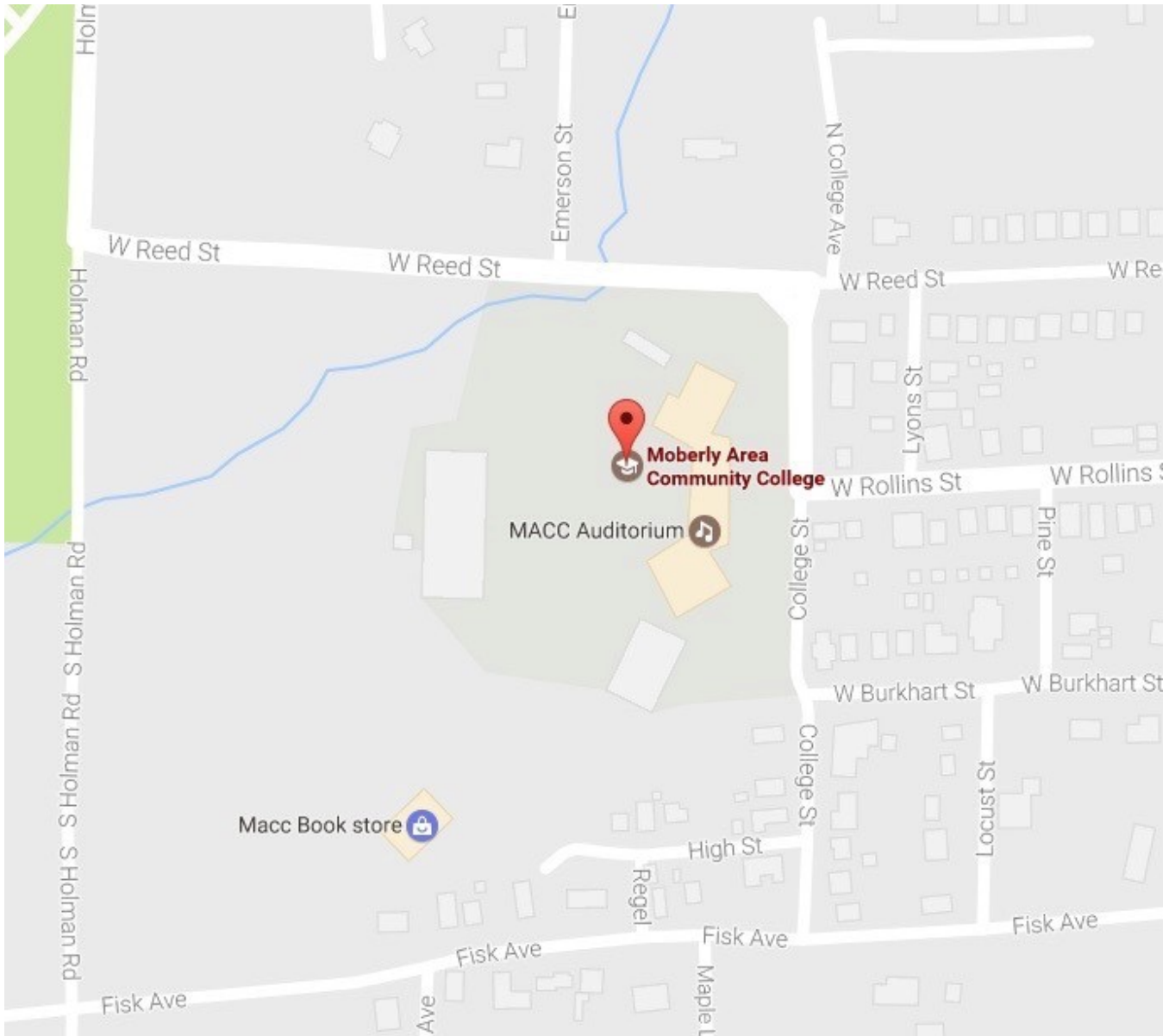
Moberly Area Community College's policy on the use of alcohol and other drugs is developed to provide intervention, prevention, and education to students and employees. MACC's Student Code of Conduct outlines the procedure for handling student conduct which is disruptive, illegal, or unethical. More specifically, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance while on College premises, while off-campus at College-sponsored activities or while representing the College is absolutely prohibited. Violations of this policy will result in disciplinary action, which may include verbal or written warning, probation or suspension, student expulsion or employee termination, and/or satisfactory attendance in a drug/alcohol abuse rehabilitation program.

The College also has a specific policy regarding drug and alcohol testing requirements for employees required to obtain a Commercial Driver's License. The Omnibus Transportation Employee Testing Act of 1991 requires MACC to conduct controlled substance testing for CDL drivers prior to employment, after an accident, at random times, upon reasonable suspicion, and upon return to duty following the misuse of drugs or alcohol. Violations of this policy could result in suspension of driving duties, referral for treatment, and/or termination.

Additionally, MACC student athletes are required to attend a drug awareness education program and submit to random drug testing. Athletes may also be tested when reasonable suspicion exists that they are using illegal substances. Athletes with first-offense positive tests will be suspended from intercollegiate activities for one week and must attend substance abuse counseling. These student-athletes will be randomly drug tested through one calendar year from the date of the positive test. Athletes with a second offense will be expelled from the athletic program.

Students enrolled in Allied Health programs at the College may also be required to submit to drug screening or random drug testing. Positive test results for illegal drugs or refusal to submit to drug testing may result in denial of clinical site privileges and/or dismissal from the Allied Health Program.

In addition to College disciplinary actions, violators of the College's policy on the use of alcohol and other drugs may be subject to legal sanctions. MACC upholds all federal, state, and local laws prohibiting the manufacture, possession, distribution, or use of alcohol or illicit drugs by students, employees, or visitors on College property, in the functions of the College, or as representatives of the College. Violations of such laws will result in disciplinary sanctions imposed by the College and will be reported to law authorities as appropriate.



Moberly Area Community College

101 College Avenue

Moberly, Missouri 65270

(660)263-4100

CRIMINAL OFFENSES-MOBERLY Hate crimes indicated by "H"

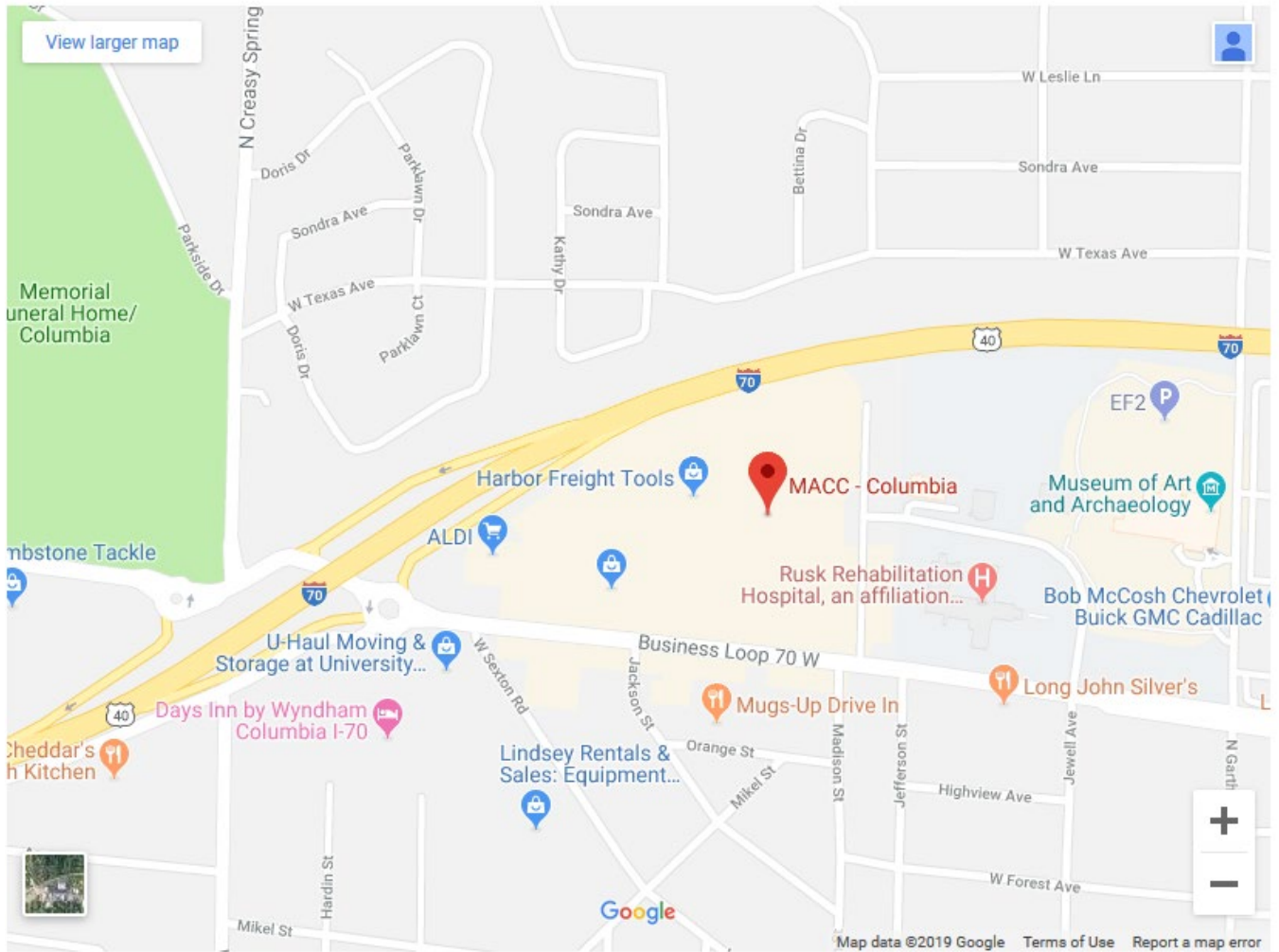
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INCEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	0	2	0	0
	2019	0	2	0	0
	2020	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES-MOBERLY Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

ARRESTS/REFERRALS-MOBERLY Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS:	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	1	0	0
	2019	0	0	0	0
	2020	1	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



Moberly Area Community College—Columbia Higher Education Center

601 Business Loop 70 West, Suite 216

Columbia, Missouri 65203

(573)234-1067

CRIMINAL OFFENSES-COLUMBIA Hate crimes indicated by "H"

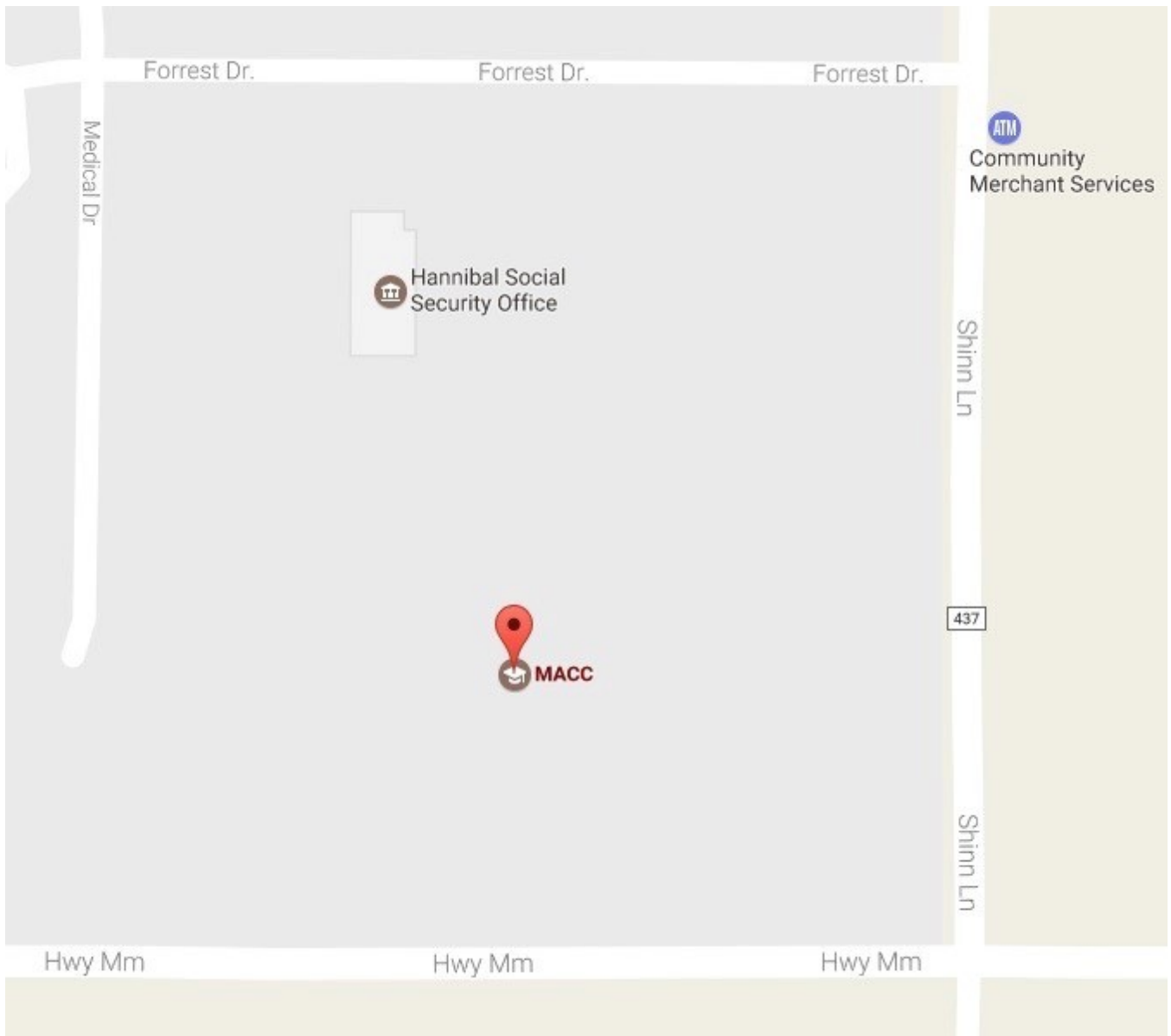
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INSEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	4
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES-COLUMBIA Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

ARRESTS/REFERRALS-COLUMBIA Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS:	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



Moberly Area Community College—Hannibal Higher Education Center

19 Shinn Lane

Hannibal, Missouri 63401

(573)231-0941

CRIMINAL OFFENSES-HANNIBAL *Hate crimes indicated by "H"*

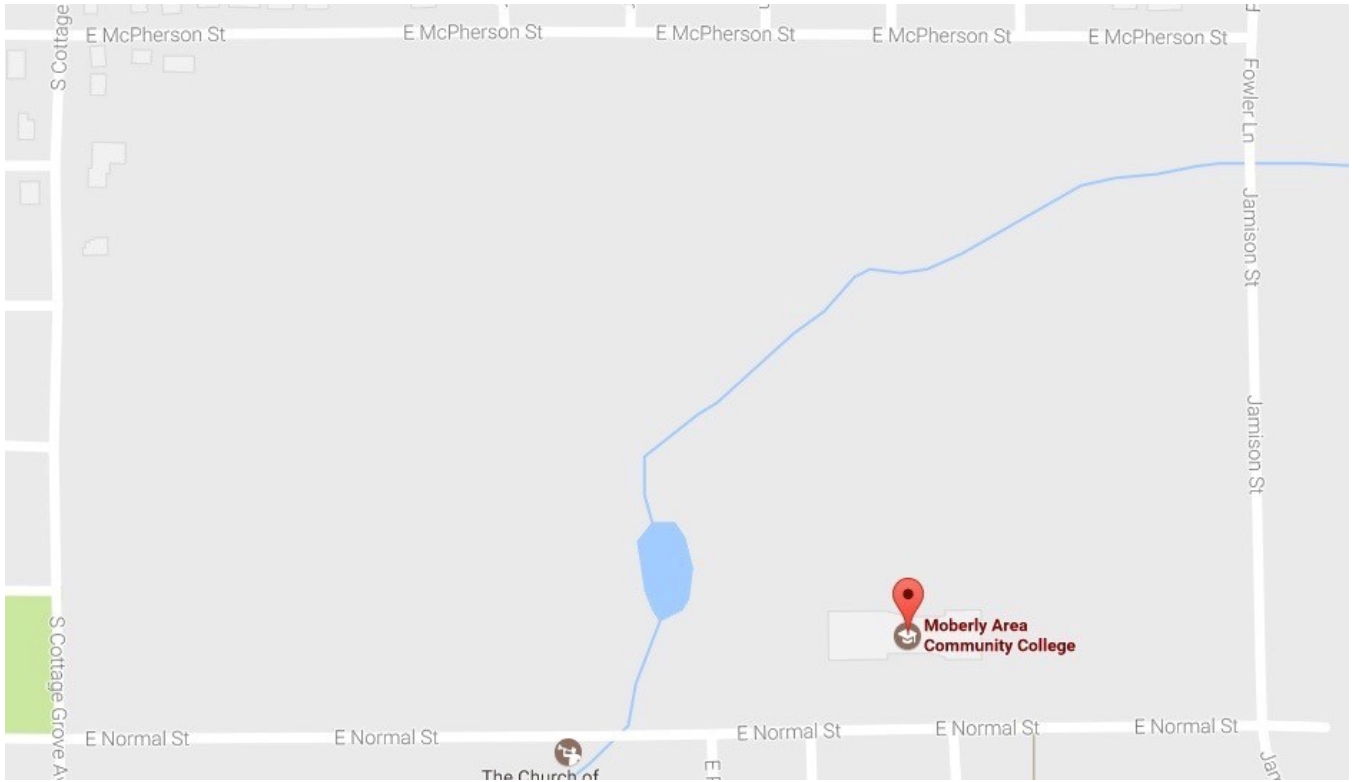
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INSEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES-HANNIBAL *Hate crimes indicated by "H"*

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

ARRESTS/REFERRALS-HANNIBAL *Hate crimes indicated by "H"*

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS:	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



Moberly Area Community College—Kirksville Higher Education Center

2105 East Normal

Kirksville, Missouri 63501

(660)665-0345

CRIMINAL OFFENSES-KIRKSVILLE Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INSEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES-KIRKSVILLE Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

ARRESTS/REFERRALS-KIRKSVILLE Hate crimes indicated by "H"

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS:	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



Moberly Area Community College-Mexico Higher Education Center
2900 Dorelei Lane, Mexico, Missouri 65265 (573)582-0817

CRIMINAL OFFENSES-MEXICO *Hate Crimes indicated by "H"*

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INSEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES-MEXICO *Hate Crimes indicated by "H"*

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

ARRESTS/REFERRALS-MEXICO *Hate Crimes Indicated by "H"*

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS:	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0