Hutchinson Community College

2026-2027 Annual Security and Fire Safety Report

Including Crime Statistics for 2023, 2024, and 2025

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and **Published by October 1, 2026**.

This report does not include privileged counseling or medical information from HutchCC Counseling Services.

Notice of Nondiscrimination:
Hutchinson Community College does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Opportunity Commission or other human rights agencies. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies: Title IX Officer, 1300 N. Plum, Hutchinson, KS 67501, (620) 665-3500, dillonb@hutchcc.edu.

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Campus Safety and Security

Campus safety and security at Hutchinson Community College is a shared responsibility. All campus community members and visitors should be situationally aware of their surroundings while driving, walking, studying, and working, attending events, or living in our campus community. Being alert to one's surroundings and using reason and caution during daily activities provides a degree of personal protection from crime. Community members who are aware and prepared to alert Campus Security to crime or suspicious activities, when combined with a positive working relationship with local law enforcement, strengthen the institution-wide safety net. The College encourages all crimes to be reported to local law enforcement, when a victim of a crime elects to report or is unable to make such a report, and Campus Security.

Though crime does occur in every community, most College students, faculty, staff, and visitors are not victimized by crimes in our community. The purpose of the information contained in this Annual Report is not just to comply with federal laws requiring publication, but also to offer useful and helpful information which may contribute towards the reduction of harm to our community members and visitors and the prevention of crime within our campus community. If you have concerns, questions, or comments about the federal law which requires the distribution of this *Annual Security and Fire Safety Report* or HutchCC's compliance, please contact the Coordinator of Campus Safety (620) 665-3379 or Title IX Officer (620) 665-3512.

All policy statements found in this annual report apply to all HutchCC locations, including Main Campus and locations in McPherson, Newton, and 'South Campus', unless detailed otherwise.

Campus Locations[1]

Hutchinson Community College Main Campus

The HutchCC Main Campus is located at 1300 N. Plum Street, Hutchinson, KS 67501. The Main Campus is approximately 36.3 acres generally bordered by North Plum Street, East 14th Street, East 11th Street, and, on its eastern side, the campus of Hutchinson High School USD 308. It is inclusive of College properties located at the northeast corner of North Ford Street and East 15th Street which includes Elland Hall & Suites, Kent Hall, and the Child Care Center; properties located at Plaza Way and 14th Terrace, off of East

15th street which includes Dragons' Landing #1 and Dragons' Landing #2 Apartments; and a parking lot along the east side of North Plum Street between 13th and 12th Streets.

On-campus buildings include any building or property owner or controlled by the College within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purpose, including residence halls. Therefore, included as part of the HutchCC Main Campus are Davis Hall, located at 815 N. Walnut Street, the Peel Center, located at 1 E. 9th Street, Media Production Building, located at 1800 N. Plum, the Fire Science Center, located at 3211 E. 4th, and the Cosmetology Center, located at 200 E. 3rd Ave.

Hutchinson Community College-McPherson

The HutchCC-McPherson Center is a single, 22,000 square feet, stand-alone facility providing both offices and classrooms. It is located at 2208 Plaza East Place, McPherson, KS 67460 in between a series of local business storefronts which operate separately and independently from the College.

[1] For the purpose of Clery Act requirements, as outlined by U.S. Department of Education's Handbook for Campus Safety and Security Reporting, "an additional location is a separate campus if it meets the following criteria:

- The institution owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

An organized program of study means that the location offers courses in educational programs leading to a degree, certificate, or other recognized credential. Administrative personnel encompass a variety of individuals who may have some responsibility for the activities that take place at the location; administrative personnel include, for example, a director, a building coordinator, a registrar or a secretary."

Hutchinson Community College-Newton

The HutchCC-Newton Center is a single, 26,000 square feet, stand-alone facility providing both offices and classrooms. It is located at 203 E. Broadway Street, Newton, KS 67114 at the corner of East Broadway and Oak Street.

Hutchinson Community College—South Campus

The HutchCC-South Campus is located west of K-96 Highway on Yoder Road and is comprised of agricultural land, related facilities, and training grounds. It is home to both the Emergency Medical Science and Agriculture programs, as well as the HutchCC Safety Academy. Although part of the same complex, HutchCC-South Campus buildings have distinct addresses, which include:

- Fire Science Building East, 11211 S. Saratoga Road, Hutchinson, KS 67501
- Fire Science Building Northeast, 11319 S. Halstead Road, Hutchinson, KS 67501
- Wagner Hall, 1800 E. Essex Road, Hutchinson, KS 67501
- Triticale/Horticulture Building, 1807 E. Essex Road, Hutchinson, KS 67501
- Pioneer Hall, 1809 Essex Road, Hutchinson, KS 67501
- Cameron Hall, 2009 Wasp Road, Hutchinson, KS 67501
- Ag Diesel Building, 2010 E. Wasp Road, Hutchinson, KS 67501

Other College Locations

HutchCC owns, leases, or regularly occupies the following additional locations, as referenced in this report:

- Fun Valley Sports Complex—located at 4401 W. 4th Ave., Hutchinson, KS 67501, is a collection of softball fields and home to the women's softball team for both practice and competition.
- Hobart-Detter Field—is located at 9 Emerson Loop East, Hutchinson, KS 67501, is home to the men's baseball team for both practice and competition.
- Salthawk Sports Complex—is located at 718 E. 23rd Ave., Hutchinson, KS 67501, is home to the women's soccer team for both practice and competition.

Working Relationship with State and Local Law Enforcement

The security philosophy of Hutchinson Community College is to provide assistance, observation, and support. Campus Security officers do not carry firearms and are not sworn law enforcement officials. As such, they do not possess the authority to make arrests. The Campus Security Office, which provides security-related patrols and services at all Main Campus buildings and properties, maintains a highly professional working relationship with the Hutchinson Police Department, Reno County Sheriff's Office, Kansas Department of Public Safety and the Kansas Bureau of Investigation, as well as with similar law enforcement agencies with jurisdictional authority at College locations outside of Hutchinson. These agencies include the McPherson Police Department and the Newton Police Department.

Campus Security works closely with members of local, state, and federal law enforcement agencies without the use of a formal Memorandum of Understanding (MOU). These working relationships are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases.

Campus Security *does not* provide regular patrols or services at HutchCC-McPherson, HutchCC-Newton, HutchCC-South Campus, or any other HutchCC owned, operated, or controlled property not located within Main Campus.

In accordance with College Policy and Procedure (*Campus Security Information*, Policy Number 1037), all emergencies threatening immediate danger to life or property should be reported to 911.

Reporting Crimes or Other Emergencies

Main Campus – Any emergency, criminal action, or suspected criminal activity observed on or near Main Campus should be immediately reported by dialing 911 and then to Campus Security (620) 665-3379.

HutchCC-McPherson – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-McPherson location should be reported immediately by dialing 911.

HutchCC-Newton – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-Newton location should be reported immediately by dialing 911.

HutchCC-South Campus – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-South Campus location should be reported immediately by dialing 911.

Any off-campus emergency, criminal action, or suspected criminal activity that is observed should be reported immediately by dialing 911.

The College does not regularly monitor or record, through local law enforcement agencies, criminal activity of students engaged at off-campus locations. Nor does the College officially recognize any student organizations with off-campus housing facilities.

Campus Security Authorities

Hutchinson Community College supports a violence-free campus. Prevention, deterrence, and response to violence are of the utmost importance. It is College policy (*Campus Security Information*, Policy Number 1037) that all emergencies threatening immediate danger to life or property be immediately reported to local law enforcement by dialing 911 and then to Campus Security.

If, however, a crime victim does not wish to report to law enforcement authorities, a report may be made to Campus Security (620) 665-3379 or a Campus Security Authority (CSA). Crime victims also maintain the right to decline to report an incident to law enforcement if or when such an offer to do so is made by Campus Security or a CSA. Each person listed as a CSA should submit reportable offenses to Campus Security as they occur throughout the year.

In addition to Campus Security officers, *Campus Security Authorities* (CSA) include the following College officials:

- College President
- All Vice Presidents
- Chief Information Officer
- Title IX Coordinator
- All Directors
- All Coordinators
- All Department Chairpersons
- All Academic Advisors
- All Residence Life Staff, including Resident Assistants (RAs)
- All Coaches
- All Employee Advisors to Student Clubs or Organizations
- Members of the Board of Trustees

The list of CSAs is subject to modification and is not intended to be all inclusive, due to changes in responsibilities within the College and varying job titles across campuses.

All College CSAs are notified by email each year of their role and responsibilities, as well as the institution's specific incent reporting procedures. CSAs are also provided regular training regarding these topics through an internally produced online module, "*Clery Act: Campus Security Authority (CSA) Training*." Additionally, the Office of Human Resources, in collaboration with the Coordinator of Campus Safety and the Title IX Officer, has implemented formal addendums (or descriptions) to employment contracts for all employees designated as CSAs.

Although exempt from the reporting requirements of the Clery Act, the College's professional licensed mental health counselors—whose primary responsibility is to provide care to students—are encouraged, but are not required, to discuss options for reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics with their

clients/patients. While not CSAs, College counselors are also trained on the logistics of Clery crime reporting through the same online module.

An individual who desires to confidentially report a crime without such information being shared to a CSA, Campus Security, or local law enforcement, may speak voluntarily with one of the College's mental health counselors. Counselors, who have legally protected confidentiality, are available for counseling and assistance during regular business hours in the Student Success Center (620) 665-3377 on Main Campus, as well as during regular business hours at the HutchCC-McPherson Outreach Center (620) 245-0202 and the HutchCC-Newton Outreach Center (316) 283-7000. Although counseling services are not available at HutchCC-South Campus, students may access such services through Main Campus.

Information shared with the College's mental health counselors will remain confidential and will not be shared without express, written permission of the individual seeking services.

Voluntary Confidential Crime Reporting

Persons at any HutchCC location who desire to voluntarily and confidentially report a crime to the College, including Campus Security, may do so through HutchCC's online reporting portal, called TIPS. The TIPS portal, which provides for an anonymous reporting option, is intended for nonemergency reporting situations. It may be accessed via the TIPS button or icon, located in the footer of the College's public homepage, on the "Campus Safety & Compliance" webpage.

Individuals may also choose to file a confidential tip or report of a crime directly to law enforcement through both the Kansas Bureau of Investigation's tip line, 1-800-KS-CRIME (57-27463), and the related KBI reporting website.

Disclosure of Disposition to a Victim

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault or stalking in College programs and activities, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options for resolving the allegations via the HutchCC "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources." The specific content of this

document, including details regarding publication and distribution to the larger campus community, is outlined later in this report.

Under the College *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089), Title IX Officer will simultaneously notify the Reporting party and the Responding party in writing of the investigation and formal resolution outcome regarding incidents of discrimination, sexual harassment, sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence.

Additionally, as per the *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047), the College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense a report regarding the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. In circumstances in which the victim is deceased, the College will notify the individual's emergency contact and/or next of kin of the outcome.

Timely Warnings

A **Timely Warning** is an alert sent to the campus community when a specific Clery Crime (murder, manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, auto theft, arson, hate crimes, domestic violence, dating violence, and stalking) has occurred on Clery Geography (on campus or in a campus building; in residence halls; on property owned or controlled by officially recognized student organization or the College, which is not located at the campus; and on public property located on or adjacent to the campus) that is reported to local law enforcement, Campus Security officers, or other Campus Security Authorities *to represent a serious or continuing threat to students and employees*. Such warnings, issued by the President of the College or designee, are to aid in the prevention of similar concerns and are done in a manner that is timely and that withholds as confidential the names and identifying information of victims. The intent of a Timely Warning is to enable people to protect themselves and/or their property.

Timely Warnings are only issued in response to reported occurrences of crimes specified in the Clery Act. Other dangers that pose a serious or continuing threat to the campus community, such as a kidnapping on campus or patterns of larcenies or vandalism, may be instead addressed through a **Public Safety Alert**.

The College President or designee will determine the content and broadcast the Timely Warning using the HutchCC **Emergency Alert System (EAS)** in a manner that is "timely" and will aid in the prevention of similar crimes, *unless* issuing a warning will, in the professional judgment of response authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the threat.

The decision whether or not to issue a Timely Warning, as described in College *Timely Warnings, Emergency Notifications, & Campus Alerts Procedures*, will be made by the College President or designee on a case-by case basis in light of all available facts surrounding the reported crime. The factors used when analyzing whether a reported crime presents a serious or continuing threat to the campus community include, but are not limited to, the following:

- How much time has passed between the incident and the report?
- Has the perpetrator been apprehended?
- Were there multiple perpetrators working together?
- Was the incident violent in nature?
- Were date rape rugs or other substances used to facilitate the crime?
- Was a weapon used during the commission of the crime?
- Does the incident appear to be an isolated incident with specifically targeted victims(s)?
- Is there a pattern of similar incidents? (e.g., the same or similar crimes occurring in a short period of time; a particular group being targeted on multiple occasions; etc.)
- Are there other aggravating circumstances or predatory behaviors at issues suggesting that a threat/ongoing danger exists?
- Are there enough details available to determine whether a threat/ongoing danger exists?

Generally, the Timely Warning will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the steps to take to protect oneself and avoid becoming a victim. The College does not identify the victim, by name or identifying information, in a Timely Warning. A description of a subject in a criminal incident will only be included if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, those descriptors would not be included in the Timely Warning.

The College will not issue a Timely Warning Notice if the subject has been apprehended and the threat of imminent danger to the campus community

has thus been mitigated. Further, a Timely Warning may not be issued if the report was not filed with Campus Security, a CSA, or local law enforcement in a manner that would allow the issuance of a "timely" notice to the campus community.

The College President or designee has the authority to broadcast Timely Warnings to the College community using the HutchCC EAS. When appropriate, Timely Warnings may also be broadcast through other communication methods (e.g., web pages, press releases, printed and/or social media).

After a Timely Warning has been issued, the College President or designee will consider whether a follow-up warning needs to be communicated to the campus community about the situation. If it is determined that a follow-up warning is necessary, it will be made in the manner described above.

In the event the College decides to issue, or not issue, a Timely Warning, the decision will be documented and placed on file with the Office of Title IX Officer and the Campus Security Office.

Anyone with information warranting a Timely Warning should contact Campus Security (620) 665-3379. The Campus Security Office is located inside the Office Technologies building located south of Shears Technology Center just east of the corner of 14th and Plum on Main Campus.

Emergency Notifications

An **Emergency Notification** is a mass notification that is utilized for significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring at all Hutchinson Community College locations. These are triggered by an event that is *currently occurring on a campus or imminently threatening the HutchCC community*. HutchCC will, as described in the College *Timely Warnings, Emergency Notifications, & Campus Alerts Procedures*, initiate Emergency Notification procedures for any significant emergency or dangerous situation occurring on campus that represents an immediate threat to the health or safety of students or employees. Possible examples of incidents which could trigger an Emergency Notification include, but are not limited to:

- building fire or an approaching forest fire
- approaching tornado or other extreme weather
- armed intruder
- bomb threat
- outbreak of meningitis, norovirus, or other serious illness

- gas leak
- terrorist incident
- explosion
- civil unrest or rioting
- nearby chemical or hazardous waste spill

The College President or designee, upon consultation with available members of the HutchCC **Crisis Management Team**, will, without delay and taking into account the safety of the community, determine the content of the notification and broadcast the notification, *unless* issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency. Emergency Notifications will include a description of the emergency and instructions to the campus community for taking protective action. When the threat no longer exists, an "all clear" alert will be broadcast. If an Emergency Notification is issued, there is no need to issue a Timely Warning.

The College President or designee has the authority to broadcast Emergency Notifications to the College community using the HutchCC Emergency Alert System (EAS). When appropriate, Emergency Notifications may also be broadcast through other communication methods (e.g., web pages, press releases, local television and radio broadcasts, printed and/or social media).

After an Emergency Notification has been issued, the College President or designee will consider whether a follow-up notification needs to be communicated to the campus community about the situation. If it is determined that a follow-up notification is necessary, it will be made in the manner described above.

Members of the College Crisis Management Team, as identified by the HutchCC *Crisis Management, Planning, and Preparedness Policy* (Policy Number 1520), are tasked with emergency response and management responsibilities for events occurring at any HutchCC location. Response and management responsibilities include determining the scope and nature of a crisis response, overseeing evacuations, coordinating with local emergency response agencies, and communicating information about the crisis including, but not limited to, the content of an Emergency Notification.

Crisis Team Members conduct regular tabletop and/or field exercises, review emergency procedures, and are trained and authorized to transmit accurate and timely Emergency Notification messages.

Members of the College's Crisis Management Team include the following primary personnel, but may also be expanded as necessary:

- College President - (620) 665-3506
- Chief Information Officer - (620) 665-3523
- Vice President of Academic Affairs - (620) 665-3508
- Vice President of Finance & Operations – (620) 665-3595
- Vice President of Student Services - (620) 665-3583
- Vice President of Workforce Development & Outreach– (620) 665-3552
- Executive Director of Student Affairs and Campus Safety-(620) 665-3322
- Director of Facilities – (620) 665-3597
- Director of Human Resources – (620) 665-3497
- Director of Marketing & Public Information - (620) 665-3526
- Assistant Director of Information Services – (620) 665-3514
- Coordinator of Campus Safety - (620) 665-3790
- Coordinator of Counseling – (620) 665-3581
- Title IX Coordinator – (620) 665-3512
- Building Representatives

The College prefers that community members call or alert local law enforcement concerning any emergency before contacting campus officials.

Emergency Alert System

The HutchCC Emergency Alert System (EAS) is an institution-wide, multimodal communication network (e.g., e-mail, text, web-alerts, audio messages). The use of the HutchCC EAS provides for rapid dissemination of time-sensitive information to enhance the safety and security of the campus community during an emergency and to relay timely information to community members.

All College employees and students may opt into text messages segment of the HutchCC EAS system through their Dragon Zone account, the official information management portal of the College. Students and employees are encouraged to update their contact information through Dragon Zone. The Information Technology Services Department (ITS), in coordination with

designated members of the HutchCC Crisis Management Team, has overall management responsibility for the HutchCC EAS.

The HutchCC EAS system may issue an Emergency Notification to all employees and students or to just employees, but the EAS system is not capable of segmenting messages based on geography or specific campus locations.

The College provides for testing and regular maintenance of its EAS. The Chief Information Officer or designee tests the HutchCC EAS on an annual basis. Test messages may be broadcast using a single mode or may combine multiple modes of the system. Test messages clearly state that there is no actual threat or emergency and that the purpose of the notification is to test the system and/or response plans and capabilities. To the extent possible, system tests are combined with emergency response drills and may include follow-up assessment and review.

Members of the larger community who are interested in receiving information about emergencies on campus may monitor local television and radio news reports.

In the event the College decides to issue an Emergency Notification, the decision will be documented and placed on file with the Office of Title IX Officer and the Campus Security Office.

Anyone with information warranting an Emergency Notification should contact local emergency services (911) and then Campus Security (620) 665-3379. The Campus Security Office is located inside the Office Technologies building located south of Shears Technology Center just east of the corner of 14th and Plum on Main Campus.

Emergency Preparedness

Numerous natural or man-made disasters and hazards can pose an actual or potential threat to public health and safety at Hutchinson Community College. The comprehensive HutchCC *Campus Emergency Plan Handbook* describes the College's planning and preparedness for critical incidents impacting all HutchCC locations. A copy of the *Campus Emergency Plan Handbook* may be found online in the documents section of the HutchCC Campus Safety & Title IX webpage and in Dragon Zone (the College's online student and employee portal). The College also publishes a copy of the handbook to the campus community via email on an annual basis.

The overall ability of College personnel to respond to any emergency incident will rely primarily upon the preplanned policies, plans, and procedures presented within the *Campus Emergency Plan Handbook*.

Preparing the Annual Security Report and Disclosure of Crime Statistics

The Colleges Title IX Officer, Campus Security, Ex. Director of Student Affairs and Campus Safety, and the Director of Resident Life jointly prepare this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act). The *Annual Security and Fire Safety Report* is published each year on or before October 1 by the Title IX Officer.

The Title IX Officer and the Coordinator of Campus Safety, working in collaboration with relevant campus officials and law enforcement agencies, authors the Report based upon:

- information collected by and solicited from local law enforcement
- information provided and maintained by the Campus Security Office
- information gathered from Campus Security Authorities (CSAs) and
- institutional policies and procedures approved by relevant committees, Representative Assembly, and, when appropriate, the College Board of Trustees.

Crime statistics for the Report are collected from Campus Security Authorities (CSAs) across all HutchCC locations and the HutchCC Daily Crime Log for Main Campus and are solicited jointly by Campus Security from all law enforcement agencies that have or share law enforcement jurisdiction for College locations and other College property. Such agencies include applicable law enforcement in Harvey County (for HutchCC-Newton), McPherson County (for HutchCC-McPherson), and Reno County (for Main Campus and HutchCC-South Campus).

The Executive Director of Student Affairs and Campus Safety and the Director of Resident Life provide the author with disciplinary statistics for the report concerning alcohol, drug, and weapon violations of the *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047) and Title IX Officer provides statistics regarding reported incidents of dating violence, domestic violence, sexual assault, and stalking incidents alleged to have occurred within Clery Geography at any HutchCC location. These offices

provide educational programming to comply with federal law and regulations. Additionally, Campus Security and a standing subcommittee, the HutchCC Safety and Security Subcommittee, make recommendations for improving campus safety, preventing campus crime, and promoting the College's safety and security awareness and response initiatives.

Each year, an email notification is sent to all students and employees providing the web link to the *Annual Security and Fire Safety Report*; the report is also made available in both printable and downloadable form via the College's public website. Additionally, members of the public, including the media, may obtain paper copies, by request, through the Office of Title IX Officer or the Campus Security Office.

Prospective students are provided this Annual Report or the web link to this Annual Report through both the Office of Admissions' webpage and through the College's online application for admissions. Prospective employees are provided this Annual Report or the web link to this Annual Report on the Office of Human Resources' webpage and as part of the College's standard employee application form(s).

Access to Campus Facilities

General Access

The College *Campus Security Information* (Policy Number 1037) explains that most non-residential campus facilities located on Main Campus are open to the public during regular, publicly posted hours of operation. Typically, such hours are from 7:00am to 10:00pm. If the hours of a facility differ from normal operating hours, a sign posted at the main entrance of the facility indicates the hours of access. Facilities staff members regularly lock exterior building doors after evening classes and activities have concluded. On weekdays, facilities staff unlock Main Campus exterior building doors and typically assist specific academic departments by unlocking designated classrooms. Similarly, for scheduled weekend events and activities on Main Campus, facilities staff unlock the specific exterior building doors and relevant classrooms and then lock once such events and activities have concluded.

The HutchCC-McPherson and HutchCC-Newton facilities are open to the public during regular, publicly posted hours of operation. Typically, such hours are from 8:00am to 9:00pm Monday through Thursday, 8:00am to 5:00pm on Friday, and from 8:30am to 1:00pm on selected Saturdays. Designated staff members at these locations are responsible for both locking and unlocking exterior building doors in preparation for and upon conclusion of normal hours.

The HutchCC-South Campus facilities are not generally open to the public and are instead intended for use only by the students and employees of the specific programs operating from that location or upon special arrangement. These programs are Agriculture, Agricultural Diesel, Emergency Medical Science, Farm & Ranch Management, and the HutchCC Safety Academy. Designated staff members from those specific programs are responsible for both locking and unlocking exterior doors of their respective building(s).

Campus Security officers do not actively patrol HutchCC-McPherson, HutchCC-Newton, or HutchCC-South Campus locations and, as such, are not required to maintain a Daily Crime Log. In lieu of College provided security services and patrols, staff and faculty, in accordance with the *Campus Security Information* (Policy Number 1037), are encouraged to notify local law enforcement for immediate assistance in the event of a security or safety concern and for prompt reporting of all crimes and suspicious activities.
HutchCC *Community Services and Use of College Facilities Policy* (Policy Number 1186) outlines the College's commitment to life-long learning and HutchCC Board of Trustees' belief that the resources and facilities of the College should be made available to all citizens of the community. The Board recognizes that its first priority must be to the educational program for college students and, as such, that the institution has first priority in use. Under this policy, the College President develops administrative procedures that enhance, encourage, and coordinate community use of facilities with regular use.

HutchCC *Facilities Use Policies and Procedures* details the processes by which College facilities and classrooms may be reserved and utilized by outside entities. The same document also describes the general administrative regulations, standards, emergency procedures, fee structure, and reservation request forms for such use. Those persons or groups utilizing College facilities may be required to contact HutchCC Campus Security for security needs.

Further guidance regarding the specific rental and use of the Hutchinson Sports Arena is provided by the HutchCC *Hutchinson Sports Arena Rental Policy*.

HutchCC *Requesting Keys Policy* (Policy Number 1631) explains how College keys are issued and the necessary procedures to be followed if a key is lost or stolen. Official records regarding key creation, assignment, and management is maintained by the Facilities Office through a designated, internal website.

Residence Hall Access

As referenced in the *Campus Security Information* (Policy Number 1037) and further detailed in the *Residence Life Handbook*, access to HutchCC residence halls is restricted. Residence halls are equipped with an electronic door system that automatically locks and unlocks the doors at specified times. To gain authorized access into the residence halls, individuals must swipe their security card (HutchCC Student Identity Card) in the designated card reader. Student identity cards only provide access into the residence hall in which a student resides.

The College residence halls are open to authorized visitors of the opposite gender during the designated times listed below.

- Monday through Thursday: daily from 11:00am until 11:59pm
- Friday through Sunday: 11:00am (Friday) until 11:59pm (Sunday)

Guests of the same gender may visit the residence halls at any time; however, guests are asked to limit their stay to no more than two (2) consecutive nights. Guests who are not immediate family members must be at least 18 years of age in order to be admitted to the residence halls. High school students who are not immediate family members are not permitted to enter the residence halls unless accompanied by a HutchCC staff member.

Maintenance of Campus Facilities

The College Facilities Office provides custodial services and maintains the buildings, grounds, and utility systems at all HutchCC locations. College community members are encouraged to report maintenance problems to the Facilities Office, including lighting and elevator concerns.

College employees routinely inspect building door locking mechanisms, windows, and fire alarm systems. Burned out lights, broken doors, windows, and malfunctioning alarm systems are repaired quickly as possible. College community members are urged to report similar security and maintenance issues to either the Facilities Office or Campus Security.

Safety and Security Awareness Programs

The College Facilities Office, Campus Security Office, Office of Title IX Officer, Office of Human Resources, and other offices conduct training and orientation sessions for students and employees on an ad hoc basis, along with periodic awareness events, online training modules, and public service announcements. Students are provided safety information on an annual basis

as part of the HutchCC *Student Handbook*. Residence Life staff members provide personal safety and residence hall safety information to residents, when necessary, as part of regular floor meetings.

The College Student Success Center, the Student Services Office, and the Title IX Officer provide numerous harm-reduction presentations and educational materials throughout the year for the college community. Presentation topics include alcohol and drug abuse, hazing, sexual misconduct, relationship violence, and stalking.

The Office of Title IX Officer and the Office of Human Resources provide sexual misconduct, relationship violence, and stalking prevention awareness programs to the campus community, including to both students and employees.

The College *Campus Security Information* (Policy Number 1037) describes training that is available to all College community members, including identifying and diffusing potentially violent or threatening situations.

A common theme found in HutchCC safety awareness content, including *Campus Security Information* (Policy Number 1037), is that all college community members are responsible for their own security and the security of others.

In addition to periodic safety and awareness trainings, safety information regularly is disseminated to the HutchCC community through brochures, the public website, intranet and emails, public service announcements, and the student newspaper. The HutchCC Campus Safety and Compliance webpage provides access to the College's Annual Security Report, policies, procedures, contacts, and general information.

Crime Prevention Program

HutchCC Campus Security Office, in collaboration with the HutchCC Safety and Security Subcommittee, offers crime prevention programming on an *ad hoc* basis, along with periodic awareness events, and public service announcements. At present, the College does not provide an all-encompassing or overarching crime prevention program.

The Office of Title IX, however, regularly offers training regarding sexual violence prevention programs. Additional information and resource referrals

concerning personal safety and crime prevention information, including alcohol and drug abuse, sexual violence, intimate partner violence (which includes dating and/or domestic violence), and other safety information is available from the Office of Title IX Officer, Campus Security, Human Resources, and the Student Success Center web pages. Further information regarding the nature and content of such training is detailed later in this report.

Alcohol and Drug Policy

In compliance with *Federal Drug Free Workplace Act of 1988* and the *Drug Free Schools and Communities Act of 1989* (DFSCA), the HutchCC *Alcohol and Drug Policy and Prevention Program* (Policy Number 1036) prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined by policy) by a student or employee on College property or at any College event or activity.

Student or employee violations of federal, state, and/or local drug and alcohol laws, including underage drinking laws, or HutchCC policies are handled in accordance with applicable law enforcement and HutchCC disciplinary procedures. In Kansas, the legal drinking age is twenty-one (21) and the College enforces underage drinking laws. Additionally, the possession and consumption of alcohol is prohibited on any HutchCC property or property controlled by HutchCC without prior written approval of the HutchCC Board of Trustees even for those individuals of legal drinking age.

College Sanctions for Alcohol and Drug Policy Violations

Students who violate the *Alcohol & Drug Policy and Prevention Program* (Policy Number 1036) are subject to the HutchCC *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047) and the sanctions included within that later policy. Violations of this policy by students will be reported to the Vice President of Student Services and, when appropriate, to law enforcement officials.

As a condition of employment, employees of HutchCC who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of HutchCC who violate this policy will be subject to one or more of the following disciplinary actions:

- placement on probationary status
- short-term suspension with pay
- short-term suspension without pay
- long-term suspension without pay

- required participation in a drug and alcohol education treatment, counseling, or rehabilitation program
- termination of employment
- or other actions determined appropriate by the Director of Human Resources.

Employees who violate the *Alcohol & Drug Policy and Prevention Program* (Policy Number 1036) will be afforded a hearing in accordance with current policies relating to employee discipline.

If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility. Employees convicted of a violation of a criminal drug statute occurring in the workplace are required to notify HutchCC of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, HutchCC must provide notice of the conviction, including position title and affected grants, to the U.S.
Department of Education's Director of Grants and Contracts Service.

Legal Sanctions and Penalties for Alcohol and Drug Violations

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescriptions, over-the counter medications, and alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as

a Class A misdemeanor, with a penalty of up to a year in jail and a fine of $2,500.

Under Kansas law, persons under twenty-one (21) years of age may be subject to minimum fines of $200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

Alcohol and Drug Abuse Information

The College Residence Life Office, the Student Success Center, and the Office of Title IX Officer provide information to identify and prevent alcohol and substance abuse on campus.

The HutchCC *Alcohol and Drug Policy and Prevention Program* (Policy Number 1036) contains information regarding the Consequences of Use, Misuse, and Abuse of drugs and alcohol, as wealth as resources relating to counseling, treatment, rehabilitation, and prevention information.

Similar information is also provided to all students new to HutchCC during their first semester, through the College's online training program called "*Not Anymore: Alcohol & Other Drugs.*" This program provides detailed information regarding the potential physical and academic impact of drug and alcohol use, usage rates among college-age population, and issues regarding both bystander intervention and the influence of alcohol and drugs relating to sexual consent. The content of the "*Not Anymore: Alcohol and Other Drugs*" training program is further supplemented by content presented within the College's online training program for students—"*Not Anymore for Traditional Students*" and/or "*Not Anymore for Adult Learners*"—regarding sexual violence, dating violence, stalking, and bystander intervention.

The HutchCC *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047) details the student disciplinary procedures regarding violations of the *Alcohol and Drug Policy* including due process hearings, appeals, and College sanctions for policy violations.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention Programs and Procedures for Reporting

Statement of Policy

Hutchinson Community College prohibits, and is committed to preventing, the crimes of dating violence, domestic violence, sexual assault and stalking, and

other acts of sexual misconduct and relationship violence within the College community, as defined by the *Violence Against Women Act (VAWA)*, by Kansas law, and by College policy. These incidents may interfere with or limit an individual's ability to benefit from or fully participate in the College's educational programs. Additionally, these incidents may cause serious physical and/or psychological harm.

The College Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures (Policy Number 1089) prohibits sexually violent acts—termed "sexual misconduct" by the College—which can be crimes as well. As per policy, sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While College policy language may utilize different standards and definitions than the Kansas Code and the Uniform Crime Reporting standards and definitions referenced by the Clery Act, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of sexual misconduct are protected not only by College policy and state law, but also federal laws such the *Title IX of the Education Amendments of 1972*, VAWA, and the Clery Act. The contents of this report are mandated by that later law.

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the College that sexual harassment is prohibited. All members of the College community, especially administrators, faculty, and other individuals who exercise supervisory authority or may be assumed to possess supervisory authority, have an obligation to promote an environment that is free of sexual harassment and to report any violation of policy to the Title IX Coordinator, (620) 665-3512, dillonb@hutchcc.edu, located inside the Parker Student Union in Hutchinson

The College maintains primary prevention and awareness programs for all incoming students and new employees, and ongoing prevention and awareness campaigns for all students and employees. These comprehensive programs are aimed at promoting awareness, preventing such crimes and misconduct, and providing resources to assist and support those who are involved in such incidents.

The College responds promptly and equitably to reports of dating violence, domestic violence, sexual assault, stalking and other acts of sexual misconduct and relationship violence within the College community.

Retaliatory actions against any individual involved in reporting or participating in the investigation of a complaint is not tolerated.

Definitions

For purposes of this Policy on Prevention and Awareness:

Dating Violence means the perpetrator is or has been involved in a social relationship of a romantic nature with the victim and engaged in a form of violence or abuse. Under Kansas law, dating violence is a subset of domestic violence.

Domestic Violence means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. *K.S.A. 215111(i).* For the purposes of this definition:

1) "Dating relationship" means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

2) "Family or household member" means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Sexual Assault, as defined as an "unlawful sexual act" in the Kansas criminal code, means rape, criminal sodomy, aggravated criminal sodomy, indecent liberties with a child, aggravated indecent liberties with a child, sexual battery,

aggravated sexual behavior, and lewd and lascivious behavior. Such crimes are defined by state law. Generally, those crimes are defined as:

- **Rape** means (1) knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances: (A) When the victim is overcome by force or fear; or (B) when the victim is unconscious or physically powerless; (2) Knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender; (3) sexual intercourse with a child who is under 14 years of age; (4) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or (5) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse
  was a legally required procedure within the scope of the offender's authority. *K.S.A. 21-5503*

- **Criminal Sodomy** means (1) Sodomy between persons who are 16 or more years of age and members of the same sex; (2) sodomy between a person and an animal; (3) sodomy with a child who is 14 or more years of age but less than 16 years of age; or (4) causing a child 14 or more years of age but less than 16 years of age to engage in sodomy with any person or animal. *K.S.A. 21-5504*

- **Aggravated Criminal Sodomy** means (1) Sodomy with a child who is under 14 years of age; (2) causing a child under 14 years of age to engage in sodomy with any person or an animal; or (3) sodomy with a victim who does not consent to the sodomy or causing a victim, without the victim's consent, to engage in sodomy with any person or an animal under any of the following circumstances: (A) When the victim is overcome by force or fear; (B) when the victim is unconscious or physically powerless; or (C) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender. *K.S.A. 21-5504*

- **Sexual Battery** means the touching of a victim who is not the spouse of the offender, who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another. *K.S.A. 21-5505*

- **Aggravated Sexual Battery** means the touching of a victim who is 16 or more years of age and who does not consent thereto with the intent to arouse or satisfy the sexual desires of the offender or another and under any of the following circumstances: (1) When the victim is overcome by force or fear; (2) when the victim is unconscious or physically powerless; or (3) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender. *K.S.A. 21-5505*

- **Indecent Liberties with a Child** means engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age: (1) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (2) soliciting the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another.
  K.S.A. 21-5506

- **Aggravated Indecent Liberties with a Child** means: (1) Sexual intercourse with a child who is 14 or more years of age but less than 16 years of age; (2) engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age and who does not consent thereto: (A) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) causing the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another; or (3) engaging in any of the following acts with a child who is under 14 years of age: (A) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) soliciting the child to engage in any lewd fondling or touching of the

person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another.

- **Lewd and Lascivious Behavior** means: (1) Publicly engaging in otherwise lawful sexual intercourse or sodomy with knowledge or reasonable anticipation that the participants are being viewed by others; or (2) publicly exposing a sex organ or exposing a sex organ in the presence of a person who is not the spouse of the offender and who has not consented thereto, with intent to arouse or gratify the sexual desires of the offender or another.

Sexual Misconduct encompasses "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," "Non-Consensual Sexual Intercourse," as those terms are defined in College policy and the Sexual Assault crimes listed in this Section. *Both law and policy prohibit sexual misconduct*.

- **Sexual Harassment** means: unwelcome, sexual or gender-based verbal, written, online, and/or physical conduct. Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive, and objectively offensive that it (1) has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and (2) is based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

Stalking means:

1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear; or

2) engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or

3) after being served with, or otherwise provided notice of, any protective order included in K.S.A. 21-3843, prior to its repeal or K.S.A. 2012 Supp. 21-5924, and amendments thereto, that prohibits contact with a targeted person, recklessly engaging in at least one act listed in K.S.A.

21-5427(f)(1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear. K*.S.A. 21-5427 (crime)* and *K.S.A. 60-31a02 (civil remedies)*

Hazing means:

1) any intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person, occurring on or off the premises, that endangers the mental and/or physical health of safety of a student for the purpose of pledging or associating with being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.

2) Consent and/or acquiescence by a student(s) subjected to hazing is not considered a reasonable defense in a disciplinary proceeding.

3) Local, State, and Tribal laws on Hazing are defined as (K.S.A. 21-5418)

   a. Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

   b. Hazing is a class B nonperson misdemeanor.

Consent, as defined by College policy, means: knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is active, not passive. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically

forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

A person cannot consent if s/he is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because s/he lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of her/his sexual interaction). College policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Likewise, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Under College policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No."

In the State of Kansas, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of College policy, even if the minor wanted to engage in the act.

The State meaning of "consent" (or the ability to provide it) is implied through the related state definition of rape (and/or sexual assault), as outlined by K.S.A. 44-1131, K.S.A. 21-5501, and/or in Chapter 21 Article 55 of the Kansas

Statutes Annotated. Such a definition may differ from the definition used by Hutchinson Community College to address policy violations.

Safe and Positive Options for Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Recognizing when an incident of sexual misconduct (which includes nonconsensual sexual intercourse, non-consensual sexual contact, sexual exploitation, and sexual harassment), stalking, or relationship violence is occurring or is likely to occur is the first step to intervening. If you make the decision to intervene, do so safely – violence does not stop violence. If you cannot stop the act with your words, call law enforcement. Do not be afraid to ask other people for help with intervention. If the incident is occurring in the residence halls, ask a Residence Life staff member or a Resident Assistant for help.

If an individual confides in you, listen respectfully, and help identify others in whom they can confide. Ask what the individual needs to feel safe, encourage seeking medical attention and counseling, and encourage reporting the incident to law enforcement or a College official if the individual is comfortable doing so. Be a supportive, kind, understanding, and nonjudgmental person and you can be a positive force for the individual to seek the help that is needed to move forward**.**

Information on Risk Reduction

The Office of Title IX Officer and the Office of Human Resources provide the campus community with programs that describe options to decrease perpetration and bystander inaction, and to increase empowerment for Complainants in order to promote safety and to help prevent conditions that facilitate violence. Such programs include alcohol and drug awareness programs, which explain that substance use, and substance abuse increases the risk of sexual misconduct, and programs about safe and healthy choices.

The College offers Vector Solution's "*Sexual Violence Prevention*" online training program for students and "*Harassment and Discrimination Prevention*" online module for faculty and staff to help teach more safe and positive options for bystander intervention.

Additionally, with no intention to victim-blame and with recognition that only those who commit sexual misconduct are responsible for those actions, the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089) offers suggestions that may nevertheless help one reduce the risk of experiencing a non-consensual act with regards to sexual misconduct (as defined by College policy).

Awareness Programs, Campaigns, and Ongoing Prevention

In an effort to reduce the risk of sexual misconduct (as defined by College policy), as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming. The Office of Title IX Officer, the Student Success Center, and the Human Resources Office oversee such efforts.

Additionally, the Office of Title IX Officer and the Student Success Center act in partnership with local law enforcement and local crisis centers to provide sexual misconduct and relationship violence educational materials, services, and programming to the campus community.

Primary Prevention and Awareness Programs for All Incoming Students and New Employees

The College offers programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester through online training modules. Prevention training is offered to identify risky or unacceptable conduct before it occurs. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the Kansas definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Awareness programs include community-wide or audience-specific programming which describes initiatives and strategies to prevent sexual misconduct, relationship violence, and stalking, and promote safety, and

reduce perpetration of sexual misconduct. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks and do so without victim-blaming approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

Reporting Procedures to Follow After an Incident or Crime of Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Any Other Sexual Misconduct or Relationship Violence Has Occurred

In the event that sexual misconduct (as defined by College policy), gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Hutchinson Community College takes the matter very seriously. The College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089).

A student or employee wishing to officially report such an incident may do so by contacting the Title IX Coordinator (620) 665-3512, dillonb@hutchcc.edu, located inside the Parker Student Union in Hutchinson. Reports may be made by phone, email, or in person, or through the online reporting form, called TIPS.

Any person with knowledge about sexual misconduct (as defined by College policy), gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to

report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local law enforcement and irrespective of whether a victim pursues a formal complaint through the College resolution process.

It is the policy of Hutchinson Community College to notify local law enforcement when sexual misconduct occurs, typically without providing identifying information about the incident, unless a victim wishes that such information not be shared. Victims have the option to notify law enforcement directly or to be assisted in doing so by campus authorities. Campus officials can facilitate reporting to local law enforcement, but may also respect a victim's request not to report the incident to law enforcement. A victim may decline offers of assistance by a campus official in reporting to law enforcement.

Each semester, the College provides all students and employees with the document, "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources," through a stand-alone email. The document, which is separate and distinct from the College's Annual Security Report, details reporting and response information, and both links to and summarizes the institution's related disciplinary procedures. In addition to regular, campus-wide distribution, this document is also provided on an individual basis to any person who reports an incident of sexual misconduct to HutchCC. It is also made publicly available through the HutchCC Campus Safety and Compliance webpage. Similar content is further provided to both students and employees in the resources tabs contained within their respective online prevention education training programs.

Collection and Preservation of Evidence

If you are a victim of sexual misconduct (as defined by College policy), gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of the following safety suggestions may guide you after an incident has occurred:

1) Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.

2) Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3) If you are on campus during regular business hours, you may go to the HutchCC Student Success Center, located inside the Parker Student

Union, for counseling services. Those counselors are confidential resources. After business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance. Such local rape crisis and domestic violence center resources include:

- BrightHouse, *Crisis Line* – 1-800-701-3630, (335 Washington St., Hutchinson, KS 67501), servicing Harper, Kingman, Reno, and Rice Counties.
- SafeHope, *Crisis Line* – 1-800-487-0510 or (316) 283-0350, servicing Harvey, Marion, and McPherson Counties.
- The Crisis Center, Inc., *Crisis Line* – 1-800-727-2785 or (785) 539-2785, servicing Clay, Geary, Marshall, Pottawatomie, and Riley Counties.

4) For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement (if applicable).
   - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
   - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be sued for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
   - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
   - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
   - Try to memorize details (e.g., physical description, names, license plates number, care description, etc.), or even better, write notes to remind you of details, if you have the time and the ability to do so.

- The preservation of evidence also may be helpful in obtaining a protection order. If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Security or the College Title IX Officer so that those orders can be observed on campus.

5) Even after immediate crisis has passed, consider seeking support from college counselors in the HutchCC Student Success Center and/or a local rape crisis center.

6) Contact the College Title IX officer (620) 665-3512, dillonb@hutchcc.edu, located inside the Parker Student Union in Hutchinson, if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The counselors in the HutchCC Student Success Center, may also direct individuals to other campus officials (advocates) who will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities, or can assist individuals directly with that process. The College is able to offer reasonable academic supports, changes to on-campus living arrangements, transportation resources or modifications, campus escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Reporting Crimes to Law Enforcement

For crimes that occurred on the Main Campus, victims can contact law enforcement by calling 911 or Campus Security by calling (620) 665-3379.

For crimes that occurred at the HutchCC-McPherson, HutchCC-Newton, or HutchCC—South Campus locations, call 911 from any phone.

For crimes that occurred off-campus during a program or activity offered by the College, victims may report the crime to local law enforcement for possible prosecution in the criminal justice system.

The College encourages all crimes to be reported to Campus Security and to local law enforcement when a victim of a crime elects to report or is unable to make such a report. However, a victim maintains the right *not* to report if s/he so chooses and may decline offers of assistance in reporting by campus authorities.

Victims may request assistance from campus authorities in notifying law enforcement by contacting:

- The Title IX Coordinator (620) 665-3512, dillonb@hutchcc.edu, Parker Student Union;
- The Director of Human Resources (620) 665-3497, Parker Student Union; or
- Any Campus Security Authority.

Confidential Reporting Options

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to licensed mental health professionals in the Student Success Center (620) 665-3377 or with one of the mental health professionals at HutchCC-McPherson (620) 245-0202 or HutchCC-Newton (316) 283-7000. Information shared with these resources will remain confidential and will not be shared with the College or anyone else without express, written permission of the individual seeking services.

Non-Confidential Reporting Options

Non-confidential reports regarding incidents in which a student, employee, or visitor is the Respondent (alleged perpetrator) should be made to the College Title IX Coordinator (620) 665-3512, dillonb@hutchcc.edu, located inside the Parker Student Union in Hutchinson. An online reporting form, called TIPS, is available and can be found at http://tinyurl.com/www-tipsforhutchcc-com.

Reports or disclosures regarding incidents in which a student, employee, or visitor is the Respondent that is made to any responsible employee—as identified by the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089)—will be directed for further review.

Disciplinary Reports Made to HutchCC Campus Authorities

Victims of sexual misconduct (as defined by College policy), relationship violence, or stalking may also report such crimes, as a "grievance" or formal complaint, to campus authorities for possible disciplinary action against the Respondent. If a report of a sexual assault is made to campus authorities, or any responsible employee (non-confidential), as identified by the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089), s/he must report such information to Title IX Officer, who will determine whether the College must pursue any investigation separate from any investigation undertaken by law enforcement.

After a Report is Made to Law Enforcement

For crimes reported to Campus Security, Campus Security officers will notify and assist local law enforcement to investigate the crime and refer the matter for criminal prosecution. The Campus Security Office notifies Title IX Officer and other campus security authorities (if applicable) when a report of sexual assault or related crime is received.

Orders of Protection, No Contact Orders, Restraining Orders, or Similar Court Orders

Victims may seek orders of protection, including protection from abuse orders, through the local county district court. The Title IX Coordinator, (620) 665-3512, dillonb@hutchcc.edu, located inside the Parker Student Union in Hutchinson, is available to assist victims in applying for such court orders.

The Title IX Coordinator or the Vice President of Student Services, may issue a no-trespass notice to individuals who allegedly have committed sexual misconduct, relationship violence, or stalking if such offense occurred on campus or impacts the student or employee's participation in Hutchinson Community College educational programs and activities. Such an order may be issued at the time of a report or as an outcome of the disciplinary process.

Procedures for College Disciplinary Action

Overview, Training, & Record Keeping

The Hutchinson Community College *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089) provides for College procedures and disciplinary action for both students and employees, and is sometimes referred to as a "unified policy" or a "1 Policy, 1 Procedure" resources. For offenses including sexual harassment, sexual misconduct or other gender-based violence, which typically include the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) or interfering with a College response or investigation of reported incidents can result in separate, additional consequences under the *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047).

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. Title IX Officer will offer assistance to victims in the form of interim or long-terms measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A written summary of rights, options, supports, and procedures, titled "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources," is provided to all victims, whether they are students, employees, guests, or visitors when such an incident is reported.

When appropriate, upon receipt of notice the College will cause a prompt, fair, and impartial process from the initial investigation to the final result. The imposition of sanctions upon a responding student or other accused individual will be based upon a **preponderance of the evidence** standard (what is more likely than not). Procedures detailing the investigation and resolution processes of the College are detailed below and can be found online. Additionally, they are provided to all students and employees each semester through email distribution of the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089) and through a stand-alone email containing the document "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources." The document, which is separate and distinct from the College's Annual Security Report, details reporting and response information, and both links to and summarizes the institution's disciplinary process and procedures under the above-referenced policy.

The Title IX officer is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of

victims and promotes accountability. At HutchCC such individuals are collectively referred to as Title IX Grievance Panel (T9GP) members and are cross-trained in all functions of College processes under the *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089).

Training of HutchCC T9GP members focuses on sexual misconduct (as defined by College Policy), domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training helps those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses and is provided through institution-wide online training, and by attendance of external training conferences and seminars. Content of the GP round table meetings, facilitated by Title IX Officer, includes literature review, cases studies, webinars and training videos, and consultation with outside experts.

The investigation and records of the resolution conducted by the College are privately maintained. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Kansas law and the federal *Family Educational Rights and Privacy Act* (FERPA). Any public release of information needed to comply with the open Daily Crime Logs or Timely Warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification.

Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any grievance or complaint of sexual misconduct (as defined by College Policy), sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to

the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089). Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Officer and/or to officials of the U.S. Department of Education.

Intake Procedures

Upon receipt of a reported incident or formal complaint, Title IX Officer will, normally within two days, make an initial determination whether a violation of College policy may have occurred and/or whether conflict resolution might be appropriate. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the party reporting the incident and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations promptly and equitably, typically within a 60-90 business day time period. The timeframe for resolution can be extended as necessary for appropriate cause by the Title IX Officer with notice to the parties.

In campus investigations and hearings, the College never assumes a student is in violation of College policy. Campus investigations and hearings are conducted to take into account the totality of all evidence available from all relevant sources.

HutchCC reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local law enforcement. Not all forms of harassment of misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the party making the complaint and the respondent (person accused of misconduct).

Investigation Procedures

If a party reporting wishes to pursue a grievance or formal complaint, or if the College—based on the alleged policy violation—wishes to pursue a formal complaint, then the Title IX Officer appoints T9GP members to conduct the investigation. Such an appointment usually occurs within two business days of determining that a complaint should proceed. Investigation of grievances brought directly by those alleging harm will be completed in a prompt and equitable manner, normally within 10 business days of notice Title IX Officer. The investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information if necessary.

Resolution Processes

During or upon the completion of investigation, the investigators will meet with Title IX Officer. Based on that meeting, the Title IX Officer will make a decision on whether there is reasonable cause to proceed with the grievance. If the Title IX Officer decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Title IX Officer makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Officer.

If there is reasonable cause, the Title IX Officer will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the

Title IX Officer may recommend conflict resolution, a resolution without a hearing, or a formal hearing, based on the below criteria.

1) **Conflict Resolution**:
   Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Officer will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an T9GP member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Officer will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

   Conflict resolution will not be the primary resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available *after* the formal process is completed should the parties and the Title IX Officer believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal T9GP grievance, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

2) **Resolution Without a Hearing**:
   Resolution without a hearing can be pursued for any behavior that falls within the scope of the *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089), at any time during the process. The Title IX Officer will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, misconduct, or retaliation. The Title IX Officer [together with the investigator(s)] will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX and Title VI Coordinator will render a finding that the individual is in violation of College policy for the admitted conduct and will normally proceed to convene a formal hearing on any remaining disputed violations.

For admitted violations, the appropriate Co-chair of the T9GP will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the party bringing a grievance and responding party, the Title IX Officer will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, an T9GP hearing will be held on the sanction/responsive action only, according to the T9GP procedures below, except in the case of at-will employees for whom findings and responsive actions will be determined by the Director of Human Resources, in cooperation with the Title IX Officer, based on the results of the investigation.

3) **Formal Hearing**:
For any grievances that are not appropriate for conflict resolution and which are not resolved without a hearing, the Title IX Officer will initiate a formal hearing or for employees for whom no hearing process is available and will refer her/his findings to the Director of Human Resources for joint implementation.

Formal Hearing Procedures

The Title IX Officer will appoint a non-voting panel Chair and three voting hearing panel members, none of whom have been previously involved with the grievance. T9GP members who served as investigators will be witnesses in the hearing of the grievance and therefore may not serve as hearing panel members. The panel will meet at times determined by the Chair.

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the T9GP Chair will send a letter to the parties with the following information. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The letter will contain

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Chair may reschedule the hearing.
- The parties may have the assistance of an T9GP panel member, or other advocate (advisor), at the hearing. Typically, advocates are members of

the campus community, but the Title IX Officer may grant permission for an outside advocate upon request. The advocate may not make a presentation or represent the party bringing a grievance or responding party during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advocate. The advocate may consult with the party quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College.

T9GP Hearings will be convened, usually within one to two weeks of the completion of the investigation and will be conducted in private. The T9GP has the authority to hear all collateral misconduct, meaning that it hears all allegations of misconduct and retaliation.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the grievance, the Reporting party (person filing the grievance) and Responding party(s), advocates (advisors) to the parties, and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the T9GP panel members at least two business days in advance of the hearing. Should (any) party object to any panelist, s/he must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or Chair who feels s/he cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions

directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and the T9GP. The investigator(s) will be present during the entire hearing process but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the T9GP will permit questioning of and by the parties and of any present witness. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on her/his own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two parties bringing a grievance have accused the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the Title IX Officer may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advocates.

Hearings are recorded for purposes of review in the event of an appeal. T9GP members, the parties and/or the persons who initiated the action, and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Title IX Officer or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Officer. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

Determination of Responsibility

The T9GP will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged policy violation). If the Responding party is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Officer.

The Chair will prepare a written deliberation report and deliver it to the Title IX Officer, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Officer within two (2) days of the end of deliberations.

The Title IX Officer will inform the responding party and the party bringing a grievance of the final determination within 2-3 business days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Determination of Sanctions

Sanctions or responsive actions will be determined by the T9GP. Factors considered when determining a sanction/responsive action may include

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information deemed relevant by the T9GP
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

Appeals Procedures

All requests for appeal considerations must be submitted in writing to the Title IX Officer within three business days of the delivery of the written finding of the original hearing panel. A three-member panel of the T9GP, designated by the Title IX Officer, who was not involved in the grievance previously will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions fall outside the range of sanctions the College has designated for this offense.

The appeals panel of the T9GP will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the T9GP appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Appeals decisions by the T9GP panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be a full rehearing of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX Officer or heard by the three-member panel of the T9GP.
- Sanctions imposed are implemented immediately unless the Title IX Officer or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Title IX Officer will normally, after conferring with the T9GP appeals panel, render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final; further appeals are not permitted.

Disclosure of Disciplinary Proceedings

Hutchinson Community College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. In circumstances in which the victim is deceased, the College will notify the individual's emergency contact and/or next of kin of the outcome.

Confidentiality

Hutchinson Community College is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct, relationship violence, or stalking to the extent permitted by law. The College will maintain as confidential any interim, protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide such measures. In cases involving sexual misconduct,

complete confidentiality cannot be assured due to the College's legal obligation to investigate such reported incidents under Title IX.

Confidential reports may be made to licensed mental health care professionals in the HutchCC Student Success Center (620) 665-3377.

Publicly available record-keeping, including Clery Act reporting and disclosures, will be reported without the inclusion of identifying information about the victim.

Campus and Community Resources

Hutchinson Community College shall provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victim, both within HutchCC and outside in the community.

Each semester, the College provides all students and employees with the document, "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources," through a stand-alone email. The document, which is separate and distinct from the College's Annual Security Report, details reporting and response information, and both links to and summarizes the institution's related disciplinary procedures. It is also made publicly available through the HutchCC Campus Safety and Compliance webpage. Similar information is also provided to both students and employees in the resources tabs contained within their respective online prevention education training programs. In addition to regular, campus-wide distribution, this document is also provided on an individual basis to any person who reports an incident of sexual misconduct to HutchCC.

Campus and community services detailed in the document include, but are not limited to the following on-campus counseling, health, mental health, and intervention resources [*****Denotes the resource is confidential*]:

Campus

- HutchCC Campus Security – (620) 665-3379, for Hutchinson locations only.
- HutchCC Office of Title IX Officer (Title IX Office) – (620) 6653512
- HutchCC Counseling Center* – (620) 665-3377
- HutchCC Human Resources Office – (620) 665-3495

Off Campus

- Local Law Enforcement and Emergency Services – 911
- BrightHouse* *Crisis Line* – 1-800-701-3630, (335 N. Washington St., Hutchinson, KS 67501), servicing Harper, Kingman, Reno, and Rice Counties.
- SafeHope* *Crisis Line* – 1-800-487-0510 or (316) 283-0350, servicing Harvey, Marion, and McPherson Counties.
- Kansas Coalition Against Sexual & Domestic Violence* Crisis Hotline – 1-888-END-ABUSE (363-2287)
- National Sexual Assault Hotline* – 1-800-656-HOPE (4673)
- Hutchinson Regional Medical Center, *Emergency* – 911, *Nonemergency* – (620) 665-2000, (1701 E. 23rd Ave., Hutchinson, KS 67502)
- McPherson Hospital, *Emergency* – 911, Non-Emergency – (620) 241-2250, (1000 Hospital Dr., McPherson, KS 67460)
- Newton Medical Center, *Emergency* – 911, Non-Emergency – (316) 283-2700, (600 Medical Center Dr., Newton, KS 67114)
- Via Christi Health – St. Joseph's Hospital (SANE), *Emergency* – 911, Non-Emergency – (316) 689-5252, (929 St. Francis N., Wichita, KS 67214)
- Wesley Medical Center (SANE), *Emergency* – 911, Non-Emergency – (316) 962-9122, (550 N. Hillside St., Wichita, KS 67214,)

Changing Academic, Transportation, Living, and Employment Situations

The College shall provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations and protective measures.

Each semester, the College provides all students and employees with the document, "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources," through a stand-alone email. The document, which is separate and distinct from the College's Annual Security Report, details reporting and response information, and both links to and summarizes the institution's related disciplinary procedures. It is also made publicly available through the HutchCC Campus Safety and Compliance webpage. Similar information is also provided to both students and employees in the resources tabs contained within their respective online prevention education training programs. In addition to regular, campus-wide distribution, this document is also provided on an individual basis to any person who reports an incident of sexual misconduct to HutchCC.

Students who desire assistance in changing academic, student housing, campus transportation, and working arrangements are encouraged to contact the Title IX Officer who will work with appropriate College offices concerning requests for such changes. The Title IX Officer (Title IX Coordinator) can be reached at (620) 665-3512 or dillonb@hutchcc.edu and is located inside the Parker Student Union in Hutchinson.

Employees who desire assistance with changing an employment situation due to sexual misconduct or relationship violence are encouraged to contact the Title IX Officer or Director of Human Resources (620) 665-3497.

Changes will be made if reasonably available regardless of whether or not the victim choses to report the crime to law enforcement or participate in a College investigation.

Notice of Rights

When a student or employee reports to the College that the student or employee have been a victim of dating violence, domestic violence, sexual assault or stalking in the College's programs and activities, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options for resolving the allegations.

Additionally, each semester, the College provides all students and employees the same information through a stand-alone email containing the document "Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources." This document, which is separate and distinct from the College's Annual Security Report, details reporting and response information, and both links to and summarizes the institution's related disciplinary procedures. It is also made publicly available through the HutchCC Campus Safety and Compliance webpage.

Potential Sanctions

Sanctions for a student who is responsible for sexual misconduct, relationship violence, or stalking while participating in a College program or activity will be determined administered in accordance with the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089). Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation;

- An individual's disciplinary history;
- Previous grievances or allegations involving similar conduct;
- Any other information deemed relevant by the College;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community.

The following are the usual sanctions that may be imposed upon students or organizations single or in combination:

- **Warning**: A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions. *Probation:* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension**: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the College. This sanction may be noted as a Conduct Suspension on the student's official transcript.
- **Expulsion**: Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction may be noted as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma**. The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree**. The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Organizational Sanctions**. Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

Sanctions against College employees, including both faculty and staff, will be addressed in accordance with the College's *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089). Sanctions for an employee can include warning, required counseling, demotion, suspension with pay, suspension without pay, and/or termination.

Other College Policies

Students and employees should consult the following College policies regarding Sexual Harassment and Sexual Misconduct:

- HutchCC *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy Number 1089) is the College's comprehensive policy regarding relationship violence (dating and domestic violence), sexual misconduct (sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation), and stalking on campus for both students and employees. This comprehensive policy details important information concerning how students and employees should report and how the College responds to reports of sexual misconduct, relationships violence, and stalking. • HutchCC *Policy and Procedures Student Disciplinary Proceedings* (Policy Number 1047) also expressly prohibits behavior prohibited by the *Equal, Opportunity, Harassment and Nondiscrimination Policy & Procedures* (Policy Number 1089). The former policy, however, explicitly states that College responds to incidents of dating and domestic violence, sexual misconduct (sexual harassment, nonconsensual sexual intercourse, non-consensual sexual contact, and sexual exploitation), and protected class-based stalking through the *Equal, Opportunity, Harassment and Nondiscrimination Policy & Procedures* (Policy Number 1089).

Sexual Offender Registration

In accordance to the *Campus Sex Crimes Prevention Act of 2000* (CSCPA), which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act,* and the *Family Educational Rights and Privacy Act of 1974* (FERPA), the College provides a link

to the Kansas Bureau of Investigation (KBI) Registered Offender through its Campus Safety webpage.

All State of Kansas registered sex offenders are also required to provide notice to each institution of higher education at which they are employed, reside, carry out a vocation, or are a student. In Kansas, convicted sex offenders must register with their local Sheriff's Office.

The KBI Registered Offender website may be searched by name, street address, city, zip code, or county. The HutchCC Main Campus is located at 1300 N. Plum, Hutchinson, KS, 67501, in Reno County. The HutchCC-McPherson Center is located at 2208 Plaza East Place, McPherson, KS 67460, in McPherson County; the HutchCC-Newton Center is located at 203 E. Broadway, Newton, KS 67114, in Harvey County; and the HutchCC-South Campus is located west of K-96 Highway on Yoder Road and includes buildings collectively grouped near 11211 S. Saratoga Road, 11319 S. Halstead Road, 1800 E. Essex Road, and 2009 Wasp Road, Hutchinson, KS 67501.

In addition to the above notice to the State of Kansas, the College requires offenders who are required to register with law enforcement authorities to also register with the HutchCC Title IX Officer prior to the start of that student's first class at HutchCC following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

HutchCC reserves the right to limit enrollment or the activities of students who are registered sex offenders. Students who fail to comply with this policy are subject to immediate cancellation of current classes. Employees who fail to comply with the policy may be subject to dismissal.

The Campus Sex Crime Prevention Act requires colleges and universities to inform the campus community as to where information may be obtained about registered sex offenders attending or working at the College. The list of students and employees who have registered with HutchCC is maintained by the Title IX Officer inside the Parker Student Union, located at the corner of 14th and Plum on the Main Campus in Hutchinson, and is also shared with the Campus Security Office.

The Kansas Bureau of Investigation (KBI) and/or local law enforcement periodically provides Campus Security and/or the Registrar's Office with names of registered sex offenders who indicate they are either enrolled at, or

employed by Hutchinson Community College, although there is no formal Memorandum of Understanding (MOU) with either agency requiring them to do so.

Further information regarding registered sex offenders may also be accessed through the Kansas Bureau of Investigation (KBI) Registered Offender website.

Missing Students

In accordance with HutchCC *Missing Student Notification Policy* (Policy Number 1386), all students residing in campus housing may designate a confidential contact person to be notified no later than 24 hours after the student is deemed to have been missing by Campus Security for more than 24 hours. Students may identify this contact as part of the required annual application for campus housing, which is collected and maintained by the Director of Residence Life & Student Activities or designee, by providing the designated contact's name, address, and contact information. Each student is responsible for keeping their confidential contact information current.

The designated confidential contact is accessible only to authorized College officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If a student does not designate a confidential contact person, the College will recognize the student's designated emergency contact person(s) as an appropriate equivalent for notification purposes.

If a member of the campus community has reason to believe that a student who resides in campus housing has been missing for at least 24 hours, that individual should immediately notify the HutchCC Campus Security Office at (620) 665-3379. Students living in campus housing may also report similar concerns to any Residence Life staff member. Residence Life staff will then immediately report this information to Campus Security.

A student living in campus housing will not be considered missing if they have provided information regarding their whereabouts to Residence Life staff, nor will they be considered missing if they are absent during recognized College holidays or breaks.

Campus Security investigates the validity of all reports of missing students and may notify appropriate College personnel to seek assistance in their investigation (e.g., Residence Life, Student Services, Counseling, Behavioral Intervention Team, etc.). If Campus Security determines that a student for

whom a concern has been filed has been missing for at least 24 hours, Campus Security will, within 24 hours of making such a determination, notify local law enforcement agencies, as well as the Director of Residence Life & Student Activities or designee. Campus Security will cooperate as necessary with any subsequent law enforcement investigation.

The Campus Security investigation may include any or all of following actions:

- contact the student via email or phone
- conduct a welfare check at the student's room or campus apartment
- contact roommates, floor mates, known friends, faculty members, or advisors to seek information regarding last sighting or alternative contact information
- examine the student's known social networking accounts
- examine the student's room or apartment, including computer usage
- review the students' recent use of their Student Identification card
- review the student's recent activity(s) on campus
- contact the student's employer, if known

Upon notification by Campus Security that a student is missing, the Director of Residence Life or designee, in collaboration with the Vice President of Students Services, determines how best to initiate contact with the missing student's confidential contact. If the missing student is emancipated or 18 years of age or older, the College will contact the confidential contact person within 24 hours of Campus Security's report. If the missing student is under the age of 18 and not emancipated, the College will contact the missing student's parent(s) or guardian(s) within 24 hours of Campus Security's report. The Director of Residence Life or designee will document the date and time of any notification efforts.

Weapons

Prohibited Weapons

HutchCC *Possession of Weapons* (Policy Number 1134) declares all College properties and facilities, to the extent allowed by law, to be weapon-free.

The term weapons, under this this policy, is defined as:

- any rifle or shotgun
- any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun
- any explosive, incendiary or poison gas (A) bomb, (B) mine, (C)grenade, (D)rocket having a propellant charge of more than four

ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce
- any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device
- any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy
- any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement
- any straight-blade knife of four inches or more such as a dagger, dirk, knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy
- any martial arts weapon such as nun chucks or throwing stars; or
- any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

HutchCC *Policy and Procedures Student Disciplinary Proceedings* (Policy Number 1047) also expressly prohibits the use or possession, exhibition or display by students of ammunition or any item(s) otherwise considered a legal weapon, including, but not limited to, fireworks, pellet guns, paintball guns, B.B. guns, blow guns, daggers, nun chucks, swords, knives, explosive and/or noxious materials deemed potentially harmful to another person.

Concealed Carry

In accordance with Kansas law, specifically *The Personal and Family Protection Act* (K.S.A 75-7c01 et seq.) concealed handguns may be carried on the College campus. HutchCC *Concealed Carry Policy* (Policy Number 1552) describes how concealed handguns may be carried at Hutchinson Community College.

Under the *Concealed Carry Policy*, individuals who carry a handgun on or in any building located on the grounds of the College and any building leased by the College must carry it concealed at all times. Individuals who choose to carry a concealed handgun are responsible for doing so in strict compliance with the Act, other applicable Kansas laws and regulations and with the College policies. A concealed handgun shall remain at all times within the person's exclusive control except when used for personal or family protection in accordance with applicable law. The owners of facilities leased or used on a

temporary basis by the College and who may lawfully exclude or permit firearms at their premises (concealed or otherwise) may choose at their sole discretion to exclude or permit concealed firearms from their property, notwithstanding use by the College.

Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited. The carrying of any firearm, concealed or otherwise, is prohibited in any location or under any circumstances prohibited by the applicable federal or state law.

Restrictions applicable to concealed carrying of a handgun at the College under Kansas law include but are not limited to the following:

- An individual in possession of a concealed handgun must be at least 21 years of age;
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm;
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance;
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment;
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment;
- A firearm cannot be carried by an individual who has been convicted of a felony crime;
- An automatic firearm cannot be carried;
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal;
- Suppressors and silencers cannot be used with a firearm; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense.

Violations of any of such restrictions may constitute a criminal offense under applicable Kansas law. Persons who violate any provision of the *Concealed Carry Policy* or applicable Kansas law shall be subject to the disciplinary actions in accordance with the policies and procedures of the College.
Violations also may be reported to appropriate law enforcement agencies.

Daily Crime Log

The HutchCC Campus Security Office, maintains a crime log for Main Campus and includes summary information about crimes and reports taken by HutchCC Security, such as the following:

- Date crime was reported to a campus security authority
- Nature of the crime
- Date and time the crime occurred
- General location of the crime
- Disposition of the complaint (if known)

A Daily Crime Log is *not* maintained for HutchCC-McPherson, HutchCC-Newton, and HutchCC-South Campus, because HutchCC Campus Security does not provide patrol or security services at those locations.

Daily Crime Log entries for Main Campus include all crimes reported to the Campus Security, not just *Clery Act* crimes, as well as all Clery Act crimes reported to Campus Security Authorities (CSA).

An entry, an addition to an entry, or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the HutchCC Campus Security Office. Also, log entries older than 60 days can be obtained by request within 2 business days of request.

The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with HutchCC, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to HutchCC Campus Security by telephone (620) 665-3379.

Clery Act Crime Statistics Definitions

For purposes of compiling and reporting its campus crime statistics and campus security policies, as required under the Clery Act, HutchCC utilizes the definitions set forth in the following Section. The crimes defined herein are in accordance with the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the
modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and

stalking, the Clery Act specifies that HutchCC must use definitions set forth by section 40002(a) of the *Violence Against Women Act of 1994* (42 U.S.C. 13925(a)).

Criminal Offense Definitions

Murder and Non-Negligent Manslaughter – the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) - any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sex offenses:

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. (Note: If force is used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent or mental impairment, the offense is Rape, not Statutory Rape).

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

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

Burglary - the unlawful entry of a structure to commit a felony or a theft. (Note: The UCR classifies offenses locally known as Burglary (any degree);

unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary).

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle. (Note: theft from a motor vehicle is Larceny, which is not a Clery Act crime.)

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

Hate Crime Offense Definitions

Hate Crimes - is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the aforementioned offenses, vandalism, larceny and any other crime involving bodily injury reported to local Security agencies or to a campus security authority are counted as hate crimes.

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act:

- **Race**. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).
- **Religion**. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation**. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Gender**. A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Gender Identity**. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

- **Ethnicity**. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. (Note: the concept of ethnicity differs from the closely related term of "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.)
- **National Origin**. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability**. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the Hate Crime offenses defined, the four additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes.

Larceny-Theft – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion of control over a thing.

Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offense Definitions

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting

party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – engaging in a course of conduct directed a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- **Course of conduct** - two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** - a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** - significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Arrests and Disciplinary Referrals Definitions

Referred for Disciplinary Action – the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Weapons: Carrying, Possessing, Etc. - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

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

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

Clery Act Geographic Definitions for Crime Statistics Reporting Geographic Definitions

On Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence Halls – a subset of the "On Campus" category.

Non-Campus Building or Property - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Crime Statistics Reporting Areas

The reporting areas for Clery Act crime statistics include the on-campus designations of Main Campus, HutchCC-McPherson, HutchCC-Newton, and HutchCC-South Campus.

For purposes of understanding the crime statistics gathered for this Annual Report, Main Campus non-campus property includes:

- Fun Valley Sports Complex—located at 4401 W. 4th Ave., Hutchinson, KS 67501, is a collection of softball fields and home to the women's softball team for both practice and competition.
- Hobart-Detter Field—is located at 9 Emerson Loop East, Hutchinson, KS 67501, is home to the men's baseball team for both practice and competition.
- Salthawk Sports Complex—is located at 718 E. 23rd Ave., Hutchinson, KS 67501, is home to the women's soccer team for both practice and competition.

HutchCC-McPherson, HutchCC-Newton, and HutchCC South Campus do not have non-campus property nor do they have on campus housing.

Crime Statistics

Crime statistics include all reports received by Campus Security and from College officials with significant responsibility for student and campus activities, including those persons designated as *Campus Security Authorities*. The statistics also include data received from the Hutchinson Police Department, Reno County Sheriff's Office, McPherson Police Department, McPherson County Sheriff's Office, Newton Police Department, Harvey County Sherriff's Office, for the reporting locations identified above, in response to annual requests from Campus Security.

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

This report includes statistics on hate-bias crimes, in which the victim is intentionally selected because of the actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

This report also includes statistics for the total number of crime reports that were "unfounded" and subsequently withheld from crime statistics during each of the three most recent calendar years. For Clery Act purposes a crime is considered unfounded only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred. The determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

No Clery Act or Higher Education Opportunity Act defined hate-bias crimes were reported to have occurred in 2023, 2024, or 2025 within any Clery Act defined geographical locations, at Main Campus, HutchCC-McPherson, HutchCC-Newton, or at HutchCC-South Campus.

No Clery Act or Higher Education Opportunity Act defined crimes were unfounded in 2023, 2024, or 2025 within any Clery Act defined geographical locations, at Main Campus, HutchCC-McPherson, HutchCC-Newton, or at HutchCC-South Campus.

Main Campus Crime Statistics

Main Campus Criminal Offenses—On Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	1	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0

Main Campus Criminal Offenses—On Campus Residence Halls	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Main Campus Criminal Offenses—Non-Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Main Campus Criminal Offenses—Public Property	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0

Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	1
Motor Vehicle Theft	1	0	0
Arson	0	0	0

Main Campus Hate Crimes—On Campus	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Main Campus Hate Crimes—On Campus Residence Halls	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Main Campus Hate Crimes—Non-Campus	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0

Main Campus Hate Crimes—Public Property	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Main Campus VAWA Offenses—On Campus	**2023**	**2024**	**2025**
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking	1	3	1

Main Campus VAWA Offenses—On Campus Residence Halls	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	0

Main Campus VAWA Offenses—Non-Campus	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Main Campus VAWA Offenses—Public Property	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Main Campus Arrests—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	1	1

Drug Abuse Violations	0	9	9
Liquor Law Violations	0	3	2

Main Campus Arrests—On Campus Residence Halls	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	1	0
Drug Abuse Violations	0	9	9
Liquor Law Violations	30	3	2

Main Campus Arrests—Non-Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	3
Liquor Law Violations	0	0	0

Main Campus Arrests—Public Property	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	6	3	4
Liquor Law Violations	3	4	2

Main Campus Disciplinary Referrals (Law Violations without Arrest)—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	8	5	2
Liquor Law Violations	9	9	1

Main Campus Disciplinary Referrals (Law Violations without Arrest)—On Campus Residence Halls	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Law Violations	8	5	2
Liquor Law Violations	9	9	1

Main Campus Disciplinary Referrals (Law Violations without Arrest)—Non-Campus	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Main Campus Disciplinary Referrals (Law Violations without Arrest)—Public Property	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Main Campus Unfounded Crimes	2023	2024	2025
Unfounded Crimes	0	0	0

HutchCC-McPherson Crime Statistics

There are no residence halls or non-campus property at this location.

HutchCC-McPherson Criminal Offenses—On Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HutchCC-McPherson Criminal Offenses—Public Property	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HutchCC-McPherson Hate Crimes—On Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-McPherson Hate Crimes—Public Property	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0

Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-McPherson VAWA Offenses—On Campus	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-McPherson VAWA Offenses—Public Property	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-McPherson Arrests—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-McPherson Arrests—Public Property	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	1	0
Liquor Law Violations	0	0	0

HutchCC-McPherson Disciplinary Referrals (Law Violations without Arrest)—On Campus	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-McPherson Disciplinary Referrals (Law Violations without Arrest)—Public Property	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-McPherson Unfounded Crimes	2023	2024	2025
Unfounded Crimes	0	0	0

HutchCC-Newton Crime Statistics

There are no residence halls or non-campus property at this location.

HutchCC-Newton Criminal Offenses—On Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HutchCC-Newton Criminal Offenses—Public Property	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HutchCC-Newton Hate Crimes—On Campus	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-Newton Hate Crimes—Public Property	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-Newton VAWA Offenses—On Campus	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-Newton VAWA Offenses—Public Property	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-Newton Arrests—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-Newton Arrests—Public Property	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	2	1	0
Liquor Law Violations	0	0	0

HutchCC-Newton Disciplinary Referrals (Law Violations without Arrest)—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-Newton Disciplinary Referrals (Law Violations without Arrest)—Public Property	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0

HutchCC-Newton Unfounded Crimes	2023	2024	2025
Unfounded Crimes	0	0	0

HutchCC-South Campus Crime Statistics

There are no residence halls or non-campus property at this location.

HutchCC-South Campus Criminal Offenses—On Campus	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0

HutchCC-South Campus Criminal Offenses—Public Property	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HutchCC-South Campus Hate Crimes—On Campus	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-South Campus Hate Crimes—Public Property	**2023**	**2024**	**2025**
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HutchCC-South Campus VAWA Offenses—On Campus	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-South Campus VAWA Offenses—Public Property	**2023**	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HutchCC-South Campus Arrests—On Campus	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-South Campus Arrests—Public Property	**2023**	**2024**	**2025**
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-South Campus Disciplinary Referrals (Law Violations without Arrest)—On Campus	**2023**	**2024**	**2025**
Weapons: Carry, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-South Campus Disciplinary Referrals (Law Violations without Arrest)—Public Property	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

HutchCC-South Campus Unfounded Crimes	2023	2024	2025
Unfounded Crimes	0	0	0

Main Campus Hazing Statistics

Main Campus- Hazing	2023	2024	2025
Hazing	0	0	0

HutchCC-McPherson Crime Statistics

McPherson Campus- Hazing	2023	2024	2025
Hazing	0	0	0

HutchCC-Newton Hazing Statistics

Newton Campus- Hazing	2023	2024	2025
Hazing	0	0	0

HutchCC-South Campus Hazing Statistics

Newton Campus- Hazing	2023	2024	2025
Hazing	0	0	0

FIRE SAFETY REPORT

Overview

The *Campus Fire Safety Right-to-know Act,* which is part of *The Higher Education Opportunity Act of 2008*, requires academic institutions to produce an annual fire safety report. This law specifically requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents, and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well as well as the number of injuries requiring treatment, the number of deaths and the value of property damage associated with each fire.

The Hutchinson Community College Offices of Title IX Officer, Facilities, Residence Life, and Campus Security, jointly prepare this report to comply with sections 34 CFR 668.49(b) and CFR 668.49(c) of that law. As such, all currently enrolled students, campus employees, and all prospective students and prospective employees of the College are entitled to request and receive a copy of the Annual Campus Fire Safety Report, which is disseminated in conjunction with the College's Annual Security Report. The *Annual Security and Fire Safety Report* is published each year on or before October 1 by the Title IX Officer.

The Title IX Officer and the Coordinator of Campus Safety, working in collaboration relevant campus officials authors the Fire Safety Report based upon:

- information provided and maintained by Campus Security
- information provided and maintained by the Campus Facilities Office
- information provided and maintained by the Director of Residence Life
- institutional policies and procedures approved by relevant committees, the Representative Assembly, and, when appropriate, the College Board of Trustees.

Notification

The *Annual Security and Fire Safety Report* is published each year on or before October 1. Each year, an email notification is sent to all students and employees providing the web link to the *Annual Security and Fire Safety Report*; the report is also made available in both printable and downloadable form via the College's public website. Additionally, members of the public,

including the media, may obtain paper copies, by request, through the Office of Title IX Officer or the Campus Security Office.

Prospective students are provided this Annual Report or the web link to this Annual Report through both the Office of Admissions' webpage and through the College's online application for admissions. Prospective employees are provided this Annual Report or the web link to this Annual Report on the Office of Human Resources' webpage and as part of the College's standard employee application form(s).

Fire Log

The College's Campus Security Office, in cooperation with the Facilities Office, the Residence Life Office and, and the Office of Title IX Officer, maintains a fire log for Main Campus. Main Campus is the only HutchCC location which maintains on-campus student housing, and includes summary information about fires at the College. The log includes the following information:

- Date the fire was reported
- Nature of the fire
- Date and time the fire occurred
- General location of the fire
- Cause of the fire
- Number of injuries caused by the fire requiring treatment
- Number of deaths caused by the fire
- Value of property damage associated with the fire

Fire log entries include all fires reported to Campus Security for the required geographic locations.

An entry, an addition to an entry, or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the HutchCC Campus Security Office. Also, log entries older than 60 days can be obtained by request within 2 business days of request.

The fire log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with the College, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

Anyone with information warranting inclusion in the fire log or annual fire safety report should report such information to any of the following College officials:

- Coordinator of Campus Safety - (620) 665-3379
- Director of Facilities – (620) 665-3590
- Director of Residence Life - (620) 665-3403
- Title IX Officer – (620) 665-3512

General Statement of College Owned/Controlled Student Housing

Hutchinson Community College owns and operates two residence halls, Elland Hall & Suites, and Kent Hall, at its Main Campus location. Each residence hall maintains a comprehensive fire alarm system which is monitored 24 hours per day, seven days per week. Additionally, the College also owns and operates two single-story apartment-style residences,
Dragons' Landing #1 and Dragons' Landing #2, at its Main Campus location. Each apartment-style residence maintains a fire alarm system which is monitored 24 hours per day, seven days per week.

HutchCC-McPherson, HutchCC-Newton, and HutchCC South Campus do not have on-campus housing.

Fire Safety Education and Training Programs

All Campus Security Officers and residence life staff receive comprehensive fire safety training at the beginning of each academic year. In addition, fire safety procedures and protocol, including emergency and evacuation procedures, are reviewed regularly with the occupants and staff of each residence hall.

Every student room within the residence halls has a smoke detector. An emergency evacuation map is installed on the inside of the front door of each room to direct occupants to primary and secondary exits. Fire alarms and fire extinguishers are also located throughout the residence halls.

Fire drills are conducted at least twice per year in accordance with the National Fire Protection Association Life Safety Code. Dates for which these drills occurred at each residence hall facility in 2024 are specifically noted within the Fire Preparedness and Student Safety Systems data included within this report.

Basic fire safety instruction is offered to all new and existing employees through annual fire drills, regardless of building or location, and via the

Campus Emergency Plan Handbook. Additional training is provided periodically, coordinated by the HutchCC Facilities Office, and by request from individual departments.

Specific Fire Prevention-Related Policies

The health and safety of all college employees, students and visitors to our campus is of paramount importance to everyone working and learning at the college. This concern for safety mirrors the character and strength of the College's commitment to its academic mission.

Staff, faculty, students, and visitors play an important role in assuring campus safety; they must do what they can to protect themselves and others within the university community and respond appropriately to all emergencies. Employees must avail themselves of information pertaining to the safe conduct of their work, regardless of setting. Students must also participate in fire and life safety programs and respect the safety of others.

It is the policy of Hutchinson Community College to provide faculty, staff, students, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the College's fire prevention efforts is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all College buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third-party fire safety audits.

The College's prevention efforts are based on state and local regulations, National Fire Protection Association (NFPA) guidelines, and Safety Code requirements, and provide roadmaps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety related training. This training is scheduled for all resident attendants each semester and is available to any campus department upon request.

Fire and life safety features of College buildings are in compliance with all applicable standards and codes of the Kansas State Fire Marshal's Kansas Buildings Fire Safety Handbook, International Fire Codes, and NFPA. The HutchCC Facilities Office and the Kansas State Fire Marshal's Office conducts fire safety inspections of all College buildings. Some buildings may be inspected more frequently as deemed necessary.

The HutchCC Facilities Office will coordinate with Campus Security and the Hutchinson Fire Department in the investigation of each fire incident.

To minimize the potential for fires at Hutchinson Community College, open burning and the use of combustible decorations are prohibited at all times (unless in accordance with other College policies and procedures, and or as otherwise authorized).

Open burning, as defined by the College, is any open/exposed flame or combustion that produces heat, light, or smoke, and has the potential to cause a fire. Examples of open burning include, but not limited to, candles, incense, bonfires, campfires, barbeque grills (except for those permanently installed), and their related accessories such as gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

All decorations and ornaments must be of fire-resistant or no-combustible material. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the College, or in any manner that could present a fall or trip hazard or impede egress. Removal of all decorations, ornaments, and displays are required immediately after the event.

Decorative lights, including holiday lights, as well as floodlights, extension cords, or electrically operated ornaments must be in good condition (free from damage or exposed wiring), must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the College, or in any manner that could present a fall or trip hazard or impede egress.

Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard or impede egress. Only artificial holiday trees will be used inside buildings and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic and not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.); or

placed in any manner that could present a fall or trip hazard, or impede egress.

Holiday tree lights must be unplugged at the end of each day and removed after the event or holiday season. Artificial snow and other decorative sprays should be used with extreme caution. Avoid spraying around exits, exit signs, or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

To minimize the potential for fires, the HutchCC *Residence Life Handbook* prohibits the use of the following items within any college owned or operated residence hall:

- Candles and incense
- Electric frying pans
- Hot plates
- Indoor and outdoor grills
- Microwave ovens (excluding those provided by the College for cooking or warming purposes in designated lobby or public-use areas)
- Toasters
- Toaster ovens

As per the College's *Anti-Tobacco Procedure* (Policy Number 1076) and the *Residence Life Handbook*, smoking is limited to designated usage areas. The designated smoking area for both Elland Hall & Suites and Kent Hall is the concrete slab east of the outdoor basketball court and south of the Kent Hall entrance. The designated smoking area at Dragons' Landing #1 and Dragons' Landing #2 is the gazebo in the Dragons' Landing courtyard.

Fire Safety Inspections and Improvements

Fire protection systems are tested annually under the supervision of the HutchCC Facilities Office. Improvements, upgrades, or repairs to fire safety systems are made when tests or evaluations indicate a problem exists.

Notify the Facilities Office whenever you notice damage or a possible problem with fire protection equipment. During the fall and spring semesters, College staff performs monthly general building fire safety inspections. In addition, Residence Life staff performs resident room inspections twice per semester and once over the summer. Any fire safety violations will be cited and referred for immediate correction. Violators may be referred to the *Disciplinary Proceedings Student Code of Conduct* (Policy Number 1047).

Potential fire safety-related improvement needs and plans are reviewed, as necessary, by the HutchCC Facilities Office. At present, the College does not have formal plans for upgrading or altering existing fire safety-related procedures, protocol, or equipment.

Specific Fire Safety and Evacuation Procedures

Hutchinson Community College details specific fire safety and evacuation procedures in both its *Campus Emergency Plan Handbook* and the *Residence Life Handbook.* Each handbook details standard response procedures described below:

- When a fire occurs, **immediately call 9-1-1**.
- Students and employees should report any fire, serious or otherwise, to the appropriate residence life official.
- Students and employees should be aware of the exit locations in the building.
- If a fire alarm is activated, immediately leave the building. Get others to do the same as you leave.
- Use the stairs, not the elevators, when evacuating the building.
- Move a safe distance away from the building, and do not congregate in roadways or service drives.
- If a person is disabled or in need of assistance, tell responding emergency services personnel.
- Use stairwells as a place of refuge until emergency personnel arrive to safely move the person from the building.
- Close all doors and windows. This will help contain any possible fire, smoke, or poisonous gases.
- Use fire extinguishers only on small fires or only if it appears safe to do so. Do not put your own safety in danger.
- Never hesitate to activate a fire alarm system if you suspect fire, smoke, or unusual heat.
- Provide emergency responders with any information you may have about the fire alarm condition or persons injured or needing assistance.
- Don’t re-enter the building until the alarm stops and emergency personnel provide an “all-clear” message.

Definitions

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill – A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

Fire Safety System – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: sprinkler or other fire extinguishing systems; fire detection devices; standalone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage – The estimated cost of replacement of the loss of the structure and contents, including: contents damaged by fire, related damages by smoke, water, and overhaul. Business interruption costs are not included.

Fire Preparedness and Student Safety Systems

The table below summarizes fire preparedness for each of the College's residential facilities that were open for all or part of 2024.

Safety Systems	Elland Hall & Suites at 1501 N. Ford	Kent Hall at 1521 N. Ford	Dragons' Landing #1 Apartments at 701-719 of 14th Terrace	Dragons' Landing #2 Apartments at 1300-1310 Plaza Way
Fire Detection Systems	**X**	**X**	**X**	**X**
Audible Alert	**X**	**X**	**X**	**X**
Strobe Alert	**X**	**X**	**None**	**None**
Smoke Detection Services	**X**	**X**	**X**	**X**
Pull Station	**X**	**X**	**None**	**None**

Fire Doors	**X**	**X**	**None**	**None**
Fire Suppression Systems	**X (Sprinkler System)**	**None**	**None**	**None**
Fire Extinguisher	**X**	**X**	**X**	**X**
Fire Drills Conduced per Semester	**1**	**1**	**1**	**1**
Total Annual Fire Drills	**2**	**2**	**2**	**2**
Dates of Annual Fire Drills	**04/8/25 11/11/25**	**04/8/25 11/11/25**	**04/8/25 11/11/25**	**04/8/25 11/11/25**

Fire Statistics

The table below summarizes fire statistics for each of the College's residential facilities that were open for all or part of 2025.

Incident Categories	Elland Hall & Suites at 1501 N. Ford	Kent Hall at 1521 N. Ford	Dragons' Landing #1 Apartments at 701-719 of 14th Terrace	Dragons' Landing #2 Apartments at 1300-1310 Plaza Way
Total Fires	**0**	**2**	**0**	**0**
Date and Time of Fire	**0**	**1. 10.16.2025 @ 8:00 PM** **2. 12.27.2025 @ 10:30 PM**	**0**	**0**
Cause of Fire	**0**	**1. Mechanical: Overloaded Dryer** **2. Mechanical: Overloaded Dryer**	**0**	**0**
Fire-related Injuries Requiring Treatment at a Medical Facility	**0**	**0**	**0**	**0**
Fire-related Deaths	**0**	**0**	**0**	**0**
Value of Property Damage Caused by Fire	**0**	**1.) $1,200** **2.) $1,200**	**0**	**0**