Oberlin College
Annual Safety and Security Report
2014-2015

The information and statistics contained herein is being presented to the Oberlin College community in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Oberlin College Annual Fire Safety Report, providing information about fire safety procedures, statistics, reports and documentation meeting the fire safety reporting requirements of The Higher Education Opportunity Act (Public Law 110-315) (HEOA), enacted August 14, 2008, and a good faith effort in compiling information form definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)) joins this report on the web at <http://new.oberlin.edu/office/safety-and-security/> and in brochure format. Paper copies of each are available for individuals to pick up at the Office of Safety and Security, 159 West Lorain Street, Oberlin, OH 44074. To have a copy mailed to you, send a written request to the Office of Safety and Security by interoffice mail, or by email to marjorie.burton@oberlin.edu. You may also make the request by phone: (440) 775-8877.

Oberlin College Safety and Security Office
159 West Lorain Street
Oberlin, Ohio 44074

Emergency Line: 440-775-8911
Emergency (Police, Fire, Ambulance): 911
(Call goes directly to County Emergency Services, not through Oberlin College Safety and Security)

College Extension: 58911
Service Number (Non Emergency) 440-775-8444
College Extension: 58444
Administrative Offices: 440-775-8877
College Extension: 58877
Student Shuttle Service: 775-RIDE (7433)
College Extension: 57433

Marjorie Burton, Director
marjorie.burton@oberlin.edu
Procedures for Reporting Criminal Actions or Other Emergencies Occurring on Campus

Criminal activity, suspicious activity, and emergency situations on College property should be reported in a timely manner to the Safety and Security office, 159 W. Lorain St., in person or by telephone to campus ext. 58444, or alternatively 58911. The Safety and Security office can be dialed from most telephones on campus, and may be reached from campus emergency “blue light” phones by activating the call button. College Village Housing and 137 Elm Street Housing must dial 775-8444, or alternatively 775-8911. Cell phones with other than local area codes should include the local area code, (440) 775-8444, or alternatively (440) 775-8911.

Potential criminal action and other emergencies on campus may also be reported directly to the Oberlin Police Department, 85 S. Main St., Phone: (440) 774-1061. Emergency assistance is also available by dialing 911 from your campus telephone. The countywide emergency 911 service will directly contact fire, law enforcement, or EMS rescue services, who may request assistance from the office of Safety and Security. This service is not available when using the campus emergency "Blue Light" telephone system, and there is no automatic notification to the Safety and Security office through the county 911 system. Safety and Security is signaled when an emergency 911 call is placed from a land line that goes through the College switchboard. In those cases an officer is dispatched to the caller ID location to verify the emergency and to assist responding agencies.

Safety and Security Office Authority, Monitoring, and Reporting of Criminal Activity

The Safety and Security office coordinates a comprehensive public safety and security program for the College community encouraging the active participation of all community members, and partnerships with local law enforcement and other community partners. The office provides general and emergency response services, life and property protection, and educational programming. The office also alerts representatives of other College services if they are needed by the College community after regular business hours.

Safety and Security officers are not sworn police officers and have arrest powers limited to those of the ordinary citizen under State law. However, they work closely with the Oberlin Police Department and Oberlin Fire Department to ensure a safe and secure campus. Oberlin College does not have a written formal memorandum of understanding for the investigation of alleged criminal offenses. When a situation requires it, Safety and Security officers will notify the appropriate law enforcement authorities. Those situations may include, but are not limited to, physical assault, circumstances that may arise to the level of a State felony offense, drug and alcohol violations that rise above the level of a State minor misdemeanor, private property motor vehicle accidents, crimes that appear to constitute a pattern, hate crimes, suspicious circumstances which may be a safety concern to the community or to the responding Safety and Security officer, and / or persons who may fall within actions where the College might wish to invoke the State shoplifting or criminal trespass law.

Safety and Security will also assist community members contact law enforcement officers whenever a victim wishes to do so, and recommend to victims reporting crimes only to Safety and Security that they also report the crime to the Oberlin Police Department or governing authority. In cases involving aggravated criminal offenses (felonies, physical assaults, sexual assaults and hate crimes); the Office of Safety and Security will notify the Oberlin Police Department. Existing protocols specify procedures to be followed by the College and the City in the investigation and final disposition of incidents of criminal activity occurring on College property. Information on criminal activity both on and off the campus is shared to the fullest extent possible under existing laws governing privacy of records and reports. Oberlin Fire Department responds to all on-campus fire alarms and releases its authority over the site of response after investigating the circumstances precipitating the
Meetings are held with officials from both the police and the fire departments, on both a formal and informal basis, and crime related reports are routinely exchanged.

The Safety and Security Office also partners with the Manager of Environmental Health and Safety who oversees and responds for the safe use of chemicals or hazardous materials on campus; oversees safety regulations, supports College and local emergency response on campus; is the liaison for safety and fire inspections on campus, and assists in emergency operations plans and exercises on campus.

Oberlin College’s Safety and Security Office

A professional staff of uniformed Safety and Security officers provides mobile, bicycle, and walking patrols of the campus, including parking lots, residence halls, and administrative and academic buildings. They are responsible for a full range of public safety services, including enforcement of federal, state, and local regulations; initial response to criminal activity; medical and fire emergencies; and other incidents requiring safety and security assistance. Safety and Security officers patrol all public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus as well as those areas immediately adjacent to and accessible from the campus. The radio frequency used by the Safety and Security office is monitored by the Oberlin Police Department. Communication officers are available at the respective telephone numbers, above, 24 hours a day to answer a call. In response to a call, an officer (either campus Safety and Security, or Oberlin Police, if their number or 911 is called instead) will be dispatched, or the victim asked to file an incident report.

All incident reports filed with the Oberlin College Safety and Security office are forwarded to the Dean of Students office for review and potential follow-up by the class deans, the judicial coordinator, or other appropriate office on campus. The judicial coordinators also welcome direct reports from community members. To assist those students and community members who report incidents, Oberlin College employs a system of appropriately trained on-call deans. Officers are encouraged to build rapport with members of the College community in the belief students and employees will be more likely to report incidents promptly to officers they know and trust.

If the Oberlin Police Department is contacted about criminal activity occurring off-campus involving O.C. students, OPD may notify the Safety and Security Office. However, there is no official OPD policy requiring such notification. Students in these cases may be subject to arrest by OPD and subject to Oberlin College judicial proceedings.

This publication contains information about on campus and off-campus resources. This information is made available to provide Oberlin College community members with specific information about the resources that are available in the event they become a victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for Oberlin College. Crimes should be reported directly to the Oberlin College Safety and Security office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. While there is not a confidential reporting process for crimes, there are privacy accommodations to limit conveying the identity of the reporting person to ensure the future safety of the reporting person and the community, and keep an accurate record of the number of incidents affecting the campus community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution and may be included in consideration of issuance of a campus alert to potential danger.

In any report, investigation or resolution of sexual and/or gender based harassment, discrimination and violence, including sexual violence, stalking, and intimate partner violence every effort will be made to protect privacy of
individuals involved in a manner consistent with the need for thorough review of an allegation and protection of the individual making the report and the broader campus community. As not every individual is prepared to make a formal report for resolution, there are several confidential resources available for both students and employees who seek assistance, but do not wish to make a report to the College or to law enforcement.

**Campus-wide Notification of Crimes and Incidents / Emergency Procedures**

The Office of Safety and Security informs the campus community about serious crimes and breaches of Safety and Security in the following manner:

**Oberlin College Emergency Alert System** is activated to immediately notify the community only when a critical incident is either imminent or underway (e.g. tornado warning, police or fire response requiring notice to shelter in place or evacuate quickly, etc.) and as soon as sufficient detail is available to provide constructive information to protect and inform community members. The standard for activation of the Emergency Alert System is based upon determination, without delay, and taking into account the safety of the community, confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on the campus, unless notification will, in the professional judgment of responsible authorities, compromise efforts to contain the emergency, assist victims, respond to, or otherwise mitigate the emergency. The confirmation that there is a significant emergency is based on reliable information, as determined by the Safety and Security supervisor or senior officers on duty, in consultation with the Dean in Charge (unless the threat is imminent), or upon request of the civil authority in charge at the time of the request. Upon determination that a message should be broadcast, the appropriate message is broadcast to the community database. Notifications are prescribed, with the ability to modify or compose messages to fit ongoing circumstances. Safety and Security administrators, shift supervisors and communication officers are provided training in, and access to the system to broadcast messages. The delivery of system messages is tested each year approximately mid-semester of fall semester in conjunction with publicizing the opportunity to check and update personal information.

The College has entered into the database of the emergency alert system the phone numbers and e-mail addresses of faculty, staff, and students that are on file by mid-August of each year in the offices of Human Resources and the College Registrar. Each student, faculty member, and staff member has the option to register preferred telephone numbers and email addresses into the database serving the system, and is responsible for verifying or updating their personal contact numbers and email addresses stored in the database as changes occur. Students’ information is removed from the database after the end of spring semester, and it must be re-entered when checking in for the summer or for fall semester. Additional information may be found on the Emergency Alert System website, [http://www.oberlin.edu/warn](http://www.oberlin.edu/warn) or

Emergency Procedures are published in the form of a quick reference guide in the front of the *Student Regulations Policies and Procedures* manual, in print or on line at [http://new.oberlin.edu/dotAsset/93162017-1c58-4a7e-afe1-0efa129d5438.pdf](http://new.oberlin.edu/dotAsset/93162017-1c58-4a7e-afe1-0efa129d5438.pdf) The Emergency Procedures Guide is intended to give advice and to help community members during a developing situation. The guide cannot cover every possible emergency, but is a tool to help reduce injuries or death if put into action as soon as a situation develops. The guide asks community members to notify Emergency 911 and the Safety and Security Office immediately for assistance and provides advice for fires, building evacuation procedures, severe weather, flooding, gas leaks, fumes, and vapors, hazardous material spills, suspicious packages / biological or chemical agent threats, suspicious persons, bomb threats, disruptive persons / persons of concern, armed intruder / sheltering in, medical emergencies, and crimes. The Emergency Procedures guide may also be found on the Safety and Security web site.

Emergency evacuation practices for residence halls are tested four times a year. Evacuation may be ordered depending upon the nature of the emergency, or signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Depending on the nature and length of evacuation, personnel are moved to a safe area away from
the building and responding emergency personnel, and may be relocated to a nearby building lobby if weather is inclement. In case of a medium or long term evacuation need, the Dean of Students’ on-call systems are activated to and a response team would form to assess needs and reassign or arrange for temporary accommodations (and transportation if necessary.) The emergency alert system, community information system, recorded emergency phone (2-WARN) information line (1-888-432-9276), and web information as well as communication through resident directors and class deans would be utilized to communicate plans to students and to inform parents of the College response.

During the calendar year 2013, the campus practiced residential hall fire evacuations; numbering approximately 124 residential housing fire alarms. The College Emergency Response Team and invited College departments and supervisors practiced active shooter response techniques related to the Response Options A.L.i.C.E. Training Program, and consequently the College has eight instructors in the Safety and Security Office, and six additional instructors within the College administration. Active shooter response of Run, Hide, Fight were offered and practiced with office staff, faculty and students, as well as follow-up visits to specific areas are quested to provide input into individual building emergency plans.

Clery Timely Warning Notices: Campus Crime / Safety Alerts In an effort to provide timely notice to the community, and in the event of a serious incident which may pose a threat to members of the community the office of Safety and Security, in conjunction with the offices of the Dean of Students and Communications, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Safety and Security Office so that a Campus Safety Alert can be issued, if warranted.

Yellow “Clery Timely Warning Notices” and “Special Alert” notices are posted at approximately 90 locations on campus. Timely warnings are usually posted for a time period of five days for the following classifications: aggravated assault, criminal homicide, robbery, and sex offenses, but special alerts may also be posted for other classifications as deemed necessary when circumstances warrant. These campus-wide notices contain available pertinent facts about the incident, as well as relevant tips on crime prevention and personal safety. An alert is generally distributed within a few hours after the incident has occurred, except in cases where the notice might interfere with an ongoing police investigation. Timely warnings also are posted in electronic form as a bulletin for the campus community on the Oberlin OnCampus web portal, available to the Oberlin Community, or as an email through the community notice function of the College Emergency Alert System.

A weekly media report, prepared by the Safety and Security office, summarizes all criminal activity and incidents of a suspicious nature reported during the previous week. The report is shared with The Oberlin Review (the student newspaper.) It is published in whole or in part at the discretion of the editors.

A daily crime log is available for review at the Safety and Security office, 159 West Lorain from 8:00am - 4:30 p.m. Monday through Friday, excluding holidays. The information in the crime log covers the most recent sixty days of crime reports and typically includes the nature, date, time, general location, and disposition of each crime. It fulfills the public crime log requirement of the Clery Act.

Missing Student Notification Policy

The following information and requirements regarding missing students is provided in accord with the federal Higher Education Opportunity Act of 2008, Section 485(j):

1. Each Oberlin student, eighteen (18) years of age or older, has the option to identify an individual to be contacted by the office of the Dean of Students not later than twenty-four (24) hours after the time
circumstances indicate that the student may be determined missing. For each student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that the student may be determined missing.

2. The confidential contact is a person designated by the student in addition to the emergency contact listed with the College Registrar. The contact information is registered confidentially and accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided the College Registrar will be used. The emergency contact may be notified in addition to any confidential contact provided.

3. Each student, eighteen (18) years of age or older, may register a person whom he or she designates as a confidential contact during the first two weeks of each semester by completing and filing a form in the Office of the Dean of Students, 105 Wilder Hall, weekdays between 8:30 a.m. and 5:00 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact. Update of information provided may be filed with the office of the Dean of Students during business hours at any time during the semester.

4. At the end of the fourth week of each semester, a new list is finalized and distributed to appropriate officials at the College for the purpose of reporting a missing person.

5. Oberlin College will notify the Oberlin Police Department or other appropriate law enforcement agencies not later than twenty-four (24) hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. College officials receiving a missing persons report relating to a student are required to notify the Office of Safety and Security immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than twenty-four (24) hours and has not returned to campus. Safety and Security will notify the Oberlin Police Department of the circumstances presented with the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four (24) hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Dean of Students office, through the Dean on Call system, will initiate the notification to the confidential contact, as provided above, and to the emergency contact person provided to the College upon enrollment for investigative and / or notification purposes.

**Safety of and Access to Campus Facilities, Including Residence Halls**

Except for residence halls, most College facilities (academic, administrative, and recreational) are open to all students, faculty, and staff during the day and evening hours when classes are in session. The general public may enter a limited number of facilities during certain hours and subject to certain conditions, in order to attend cultural and athletic events with access limited to the facility in which the event is being held. During the times the College is officially closed, College buildings (except those housing administrative offices) are generally locked to all except faculty, staff, and designated students, with proper identification.

All residence halls are secured 24-hours a day. Access is controlled through an electronic card-access system, which affords access to all students. Some faculty and staff members have access on an "as needed" basis. Each student’s card is uniquely coded, allowing lost/stolen cards to be programmed out of the system for security purposes once their loss is reported. Students are encouraged to maintain a secure residence hall by not propping exterior access doors, reporting persons with whom they are not acquainted in their residence hall, and by locking individual room doors while away or asleep. Individual residential room doors are secured with key locks. Apartment style housing units are secured with key locks. Keys are prohibited from being duplicated and
residents are responsible for securing their individual rooms and houses and reporting lost keys. As residential halls are remodeled, the individual room doors of residential halls upgraded are being converted to card access, which leaves the room door in a normally locked status, with emergency key override. As of fall of 2013, the rooms affected with this upgrade are residential rooms contained in Asia House, Bailey House, Burton, Noah, Harvey, Kade, Kahn, Price, Lord, Saunders, and Zechiel Halls/Houses. Keyless Academic spaces include Rice Faculty offices (all floors), the Kohl Building, the Geology Department within Carnegie, King Computer Science, the Apollo Theater, and the second and third floors of Bibbins, Conservatory. Additionally, with upgrades of residential halls, exterior entries and exits, as well as nearby Emergency blue light phones are being upgraded to include forensic camera coverage of entry ways outfitted with card access.

A sophisticated computer-based life-safety system located in the office of Safety and Security constantly monitors a network of intrusion-detection and fire-safety alarms in buildings on the campus. Other systems, including mechanical, heating, ventilation, and environmental conditions in sensitive environments and mechanical spaces also report alarms to the Safety and Security office. Additionally, the emergency telephones report to the Safety and Security office.

The College’s security systems, including the fire alarm, electronic card access, intrusion detection, and emergency telephone systems, are inspected and tested by the staffs of the Safety and Security office, Facilities Operations office, and Tyco/ Simplex-Grinnell Fire and Security Services contractors. Any discrepancies or malfunctions are given priority for repair. The College employs a full-time locksmith, who maintains and repairs all security locking hardware.

Consideration is given to the public safety and security of the community when lighting, landscaping, and grounds maintenance is planned. The Safety and Security office participates in the planning stages of design and construction of new and renovated College facilities with respect to physical security, locking hardware, and electronic life-safety systems.

Safety and Security Programs

The following programs are designed to inform students and employees and encourage responsibility for individual security and the security of others.

- **CAMPS**, an acronym for Community Action Makes Public Safety, sets a series of contacts by Safety and Security officers designed to encourage members of the College community to take responsibility for and contribute to their own security and that of others. The types of programs and frequency of presentation are tailored to meet the needs of specific groups of community members, and are available on request. The programs inform students and employees about campus security procedures and practices and encourage them to be responsible for their own security and the security of the community. Officers proactively educate students and employees about their responsibility for their own security and that of others by increasing awareness and by helping them to develop strategies for the reduction of risk.

- **A.L.i.C.E.** (Alert, Lockdown, Inform, Counter, Evacuate) Violent Intruder Defense Program (a presented by ResponseOptions,) is a training presenting techniques of response methods for surviving gun violence in a classroom or office setting. A short (90-minute to two-hour) course gives participants insight and response options to only sheltering in when encountering an active shooter attack in an academic setting.

- **Community Police Liaison Program**, coordinated by Oberlin Police Department Officers Melissa Lett and Jake Crossan (440-774-1061), provides the opportunity for students to interface in positive ways
with the local police officers and affords an opportunity to introduce issues affecting the larger community in a timely manner.

- **Posters** displayed in campus buildings raise awareness of specific crimes and remind occupants of the need for good safety and security practices.

- **Community Educational Programs** are presented on campus through Residential Education staff in the form of website information specific to ongoing issues and sponsorship of programming, and by the center for Wellness and Residential Education staff throughout the year to promote awareness and good safety and security practices. The presentation entitled “The OC,” is an Orientation program presented to all incoming first-year students addressing timely issues of sexual assault and sexual consent, drugs, and alcohol, and additional timely issues including stalking prevention, and drug and alcohol self-assessment and education followed by discussions with Residential Education Resident Assistants. Alcohol and Drug education and assessment programming is available through participation in Choices, e-Chug and e-Toke programming. Residential Education provides programming in the responsible use of alcohol, as well as responsible party-planning and timely issues in apartment-style residential living. Some Residential Education Deans and Resident Directors, acting as judicial officers, hear residential education housing violations and assign education programming and research papers as sanctions relating to specific safety and security regulation violations. The Office of Equity Concerns and Sexual Misconduct Policy Administrator works with the community in areas of consent, sexual harassment, and sexual assault and with Title IX requirements. Through this office, approximately sixty peer-instructors have been trained to conduct courses in consent, policy, and intervention strategies for campus community members. Members of the Safety and Security office also participate in crime prevention in their individual contacts with the public.

- **The Campus Safety Whistle Program** supplies a visual reminder of a commitment to personal safety (and safety of others in the community,) and to encourage community members to pay attention to their surroundings and the crime prevention information received with the whistle. It is presented to approximately 400 student and staff members each year in conjunction with an interaction of talking points raising awareness of basic personal and property safety practices and a pledge to participate in the safety of the community.

- **Walking safety escorts** are provided by the Safety and Security office upon request from dusk to dawn for anyone walking alone on campus. An escort can be summoned to any College building, residence hall, or parking lot by calling the Office of Safety and Security or using any of the distinctively marked (blue) campus emergency phones.

- **The Student Shuttle System** a student staffed service provides a stop-to-stop vehicle escort service to members of the College community from 9:00 p.m. to 2:00 a.m. daily during each week of scheduled classes. It serves a designated route on the College campus, with limited off-campus stops. Information on the service is available in brochures distributed on campus and by calling Ext. 57433 from on campus, or 7-775-RIDE (7433) from College Village Housing and 137 Elm Street.

- **Operation Identification** is a crime prevention program which discourages burglary and theft by permanently identifying valuables. Engraving personal identification on valuable items makes stolen items difficult to sell or pawn. Operation Identification also helps the Safety and Security office and police identify lost or stolen property. The office has a number of electric engravers that may be borrowed free of charge by members of the College community. Forms are also provided to record personal property and serial numbers.

- **A periodic lighting walk** have resulted in the assessment and enhancement of exterior lighting on campus, and an overall lighting plan that is being implemented in stages on campus. In lieu of walks, campus officers file reports of campus lighting which needs attention / repair daily while on patrol and the public is invited to also report lighting issues via the College work order system, “SchoolDude” or by making a phone report to Safety and Security during night time hours.

- **Emergency Telephone System** maintained by the College consists of 85 emergency telephones throughout the campus. Thirty-eight of these are highly visible “Blue Light” phones located in parking lots, high-traffic pedestrian areas, and campus open-space locations. They can be easily located and identified by the bright blue light atop a black pedestal. The remaining emergency telephones are located...
at the primary entrance(s) of each residence hall; and within some academic buildings. The automatic dialing capability provides direct contact with the Safety and Security communications officer, coded location of the call origin, and immediate dispatch of a Safety and Security officer.

- **Fire safety information** is provided to assist in reporting fire safety concerns for repair or improvement, and regular fire drills, four times each year, are provided for the safety of students living in residential halls. The Oberlin Fire Department is invited to participate in dispensing information during the drills, and is invited to meet with incoming first year students and parents during the Orientation Resource Fair. Oberlin Fire Department meets with RA’s and student staff during their August training sessions before providing services in their respective areas. Area Coordinators and Assistant Deans in the Residential Education offices provide proactive information about cooking and fire safety specific to living in residential housing and College Village apartments.

- **Safety and Security officers** provide American Red Cross Community First Aid, CPR, AED assistance in cases of injury or illness. Contact is made with hospital ambulance services in cases where their assistance is needed. Limited medical transports are available for illness or impaired mobility from injury for the first 72 hours following an injury.

- **A Safety and Security office web page** within Oberlin On-line allows the Oberlin community and those outside the College to acquire information regarding safety and security at the College. The web page can be accessed at [http://new.oberlin.edu/office/safety-and-security/](http://new.oberlin.edu/office/safety-and-security/)

- **The Safety and Security office** strictly enforces the **Parking Regulations** of the College to allow those who are registered the benefits of the parking and security patrol programs. Students, faculty, staff, and visitors using campus lots are required to register motor vehicles and display parking permits for assigned parking areas. Cooperation with current parking regulations assists the office in ensuring the availability of appropriate parking for those who need it. There is a zero tolerance policy for parking violations related to progressive fines, towing, and revocation of parking privileges for repeated violations.

### Alcohol and Drug Abuse Policies

The Oberlin College **Student Regulations, Policies and Procedures** manual states unequivocally that the illegal possession, use, and distribution of alcohol and other drugs will not be tolerated. It is the College’s policy to provide learning, living, and work environment that is free of illicit drugs, tobacco smoke, and the unlawful use or abuse of alcohol. Students found to be severely intoxicated are also subject to disciplinary action, although the Medical Amnesty clause enables students to seek help for intoxicated students without placing themselves in jeopardy. Oberlin College will not protect students from prosecution under federal, state, or local laws. Laws pertaining to the illegal possession and/or use of alcohol and drugs are featured in the manual, and information on the institutional penalties possible is provided under the Judicial System section of the manual. Drugs, according to College policy, include marijuana, as well as barbiturates, amphetamines, tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine, and any other controlled substance, narcotic, or opiate which is illegal to possess without a valid prescription from a physician.

Oberlin College subscribes to all tenets of the Drug-Free Workplace Act and states so in the personnel related documents given to members of the faculty and staff. The illegal use of alcohol or drugs by members of the faculty or staff may result in severe penalties up to and including termination.

The office of Residential Education and Dining Services offers alcohol and drug abuse education programs on a continuing basis to students. Programs for groups and individuals are also available through the Center for Leadership in Health Promotion, the Counseling Center, the office of Student Health Services, and through recovery support groups both on- and off-campus in the Oberlin community at-large.
The Oberlin College Student Regulations, Policies, and Procedures is distributed to all students, yearly at the commencement of fall semester, and may be accessed via the web in a searchable PDF version online at http://oberlin.edu/studentpolicies/social/ and available to download, both as a full document and as a series of highlighted sections. Each student is responsible for being familiar with the content of the Student Regulations, Policies, and Procedures.

**Sexual Misconduct**

The Oberlin College community is committed to preserving the dignity and safety of its members and will not tolerate any sexual and/or gender-based harassment, discrimination and violence, including sexual violence, stalking and intimate partner violence in the work or academic setting. The policy applies to all members of the College community, including students, employees and visitors. It applies to conduct both on campus and off campus, particularly in the context of educational programs or activities of the College or when conduct may have continuing adverse effects on campus or in an off-campus educational program or activity. Definitions of prohibited behavior align with the Campus SaVE Act (2013). The complete policy, procedures for addressing reports of sexual misconduct, and resources can be found on the Equity Concerns Website, http://new.oberlin.edu/office/equity-concerns/

Students and employees are encouraged to report information regarding an incident of sexual misconduct to designated employees of the College: Safety and Security, the Title IX Coordinator, the Dean of Students Office, or the Manager of Employee and Labor Relations. As an individual may choose to report to any College employee, any responsible employee who receives such a report is required to share the report with a central review team in ensure consistent application of College policy to all. Upon report, the College will take interim measures to protect all parties involved. These steps may include no contact directives, changes in work or class schedules, change in living arrangements, interim suspension, and / or other measures the College deems appropriate. Reports will be resolved in appropriate College adjudication processes. There is both informal resolution and formal resolution as remedy to a report. For a formal resolution, both the reporting person and respondent are entitled to the same opportunities to have others present during an adjudication process; and both the reporting person and the respondent must be informed simultaneously and in writing of the outcome of any institutional proceeding in which sex misconduct has been alleged. Recommended sanctions may include, but not be limited to warning, censure, training, disciplinary probation, restitution, suspension, or termination, depending on the severity of the offense. Other or additional sanctions may be imposed, and additionally service, education, or research projects may be assigned. More than one sanction may be imposed for a single violation.

To this end, the College has in place and maintains preventative and informational education programs and literature via a cooperative effort of the Sexual Misconduct Coordinator, Student Advocate, Co-Op Sexual Offense Policy Advocates and PRSM Team (Preventing and Responding to Sexual Misconduct). Some of the resources for the community include the following offices, which provide support, counseling, and guidance to victims of a sexual offense (for a complete listing, please utilize the Equity Concerns Website link):

**On Campus:**

**Confidential Resources:**
The Counseling Center
247 West Lorain Street, Suite D (440) 775-8470
Office of Spiritual and Religious Life
Wilder Student Union Room 217 (440) 775-5191
Confidential Student Sexual Misconduct Advocate Monique Burgdorf
Peters Room 118 (440) 775-5203

**Off Campus:**
**Off Campus Resources:**

**Lorain County Rape Crisis or the The Nord Center Sexual Assault Care Unit**
6140 South Broadway, Lorain, OH 44053  
1-800-888-6161 (24-hours)

**Genesis House for Victims of Domestic Violence**  
(440) 244-1853 / (440) 323-3400

**Oberlin Police Department**
85 South Main Street, Oberlin, OH 44074  
(440) 774-1061 (24-hours)

**Allen Mercy Hospital**
200 West Lorain Street, Oberlin, OH 44074  
(440) 775-2121 (24-hours)

**On Campus Offices**

**Student Life and Services Class Deans**
Wilder 105 (for information on contacting your Class Dean)  
(440) 775-8462

**The Edmonia Lewis Center for Women and Transgender People**
76 S. Professor Street  
elc@oberlin.edu

**HIV Peer Testers**
Wilder Room 304  
hiv@oberlin.edu

**The Multicultural Resource Center**
Wilder Student Union, Room 105  
(440) 775-8802

**Office of Student Wellness**
Wilder Student Union  
(440) 775-5366

**Office of Ombudsperson**
Lewis House  
(440) 775-6728

**OCSA Sexual Offense Policy Advocates (SOPAs)**
Wilder Student Union Room 402  
(440) 775-8108

**Sexual Information Center**
Wilder Student Union Room 203  
(440) 775-8135

**Student Health Services**
247 West Lorain Street; Suite A  
(440) 775-8180

**Department of Human Resources**
Service Building, 173 West Lorain Street  
(440) 775-8430

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

Law enforcement information provided by the State of Ohio under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (U.S.C. 14071(j), concerning registered sex offenders may be obtained from the Lorain County Sheriff’s Office 9896 Murray Ridge Road Elyria, Ohio 44035, Phone: (440) 329-3709, or on their web site at: http://www.loraincountysheriff.com/

An additional statewide database ESORN or Electronic Sex Offender Registration and Notification of Ohio, can be found at the website of Ohio Attorney General Mike DeWine. The website is located at: http://www.ohioattorneygeneral.gov/

The Oberlin College Policy on Discrimination and Harassment, effective December 31, 2010, affirms prohibition against discrimination and harassment based on race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, family relationship to an employee of Oberlin College and gender identity and expression. The policy, provided in full on the Equity Concerns Website, provides definitions of harassment and discrimination, a grievance procedure, and guidelines for filing
and processing a complaint. The Title IX Coordinator / Special Assistant for Equity Concerns, Meredith Raimondo 440-775-8410 may be contacted for information.

**Criminal Offense Statistics**

The procedures for preparing the annual disclosure include reporting statistics to the College community obtained from the following sources: The Office of Safety and Security, the Oberlin Police Department (OPD), the Oberlin Fire Department (OFD), Donna Vinter, Resident Director of the Oberlin in London Program, 103 Great Russell Street, London, WC 1B 3LA, phone: 020-7813-3265 for our off-campus facility, and non-police officials as defined below. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to College Deans, Directors, and Department Heads, and those officials with significant responsibility for student and campus activities. Pastoral and Professional Counselors are not required by law to provide statistics for the compliance document. The Sexual misconduct Policy Administrator does provide statistical information only about cases where the victim chose not to report the incident to the office of Safety and Security.

All of the statistics are reported to the Community via the compliance document “Oberlin College Annual Safety and Security Report” which is published by the Safety and Security Office and available by October 1, yearly. A postcard is sent to every enrolled student and current employee on an annual basis. The postcard includes the address for the web site where the document can be found and information about how to request a hard copy of the information. The Director of Safety and Security, Marjorie Burton is responsible for collecting and publishing the required information.

The following reported criminal offenses were made known to the Office of Safety and Security and/or the Oberlin Police Department during the calendar years 2011, 2012 and 2013.
<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>On-Campus Student Housing Facilities</th>
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<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>2013</td>
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<td>0</td>
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<td>1</td>
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<td>*149</td>
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<td>Drug Law Violations Referred for Disciplinary Action</td>
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</tbody>
</table>
### OCCURRENCES OF HATE CRIMES:
#### In the calendar year 2013 the following Hate Crimes were reported:
There was one reported Robbery (strong arm) with a bias of Ethnic/ National Origin that occurred on campus.
There were fifteen reported crimes of Intimidation reported to have occurred On Campus in the calendar year 2013.
A total of six crimes of Intimidation were reported to have occurred within a Residence Hall.
- Four incidents of Intimidation involving the bias of Race were reported On Campus, one of which occurred within a Residence Facility
- Eight incidents of Intimidation involving the bias of Religion were reported On Campus, two of which occurred within a Residence Facility.
- Three incidents of Intimidation involving the bias of Gender were reported On Campus, three of which occurred within a Residence Facility.
There were seven reported crimes of Destruction/Damage/Vandalism of Property reported to have occurred On Campus.
- Two incidents of Destruction/Damage/Vandalism of Property involving the bias of Race were reported On Campus.
- Four incidents of Destruction/Damage/Vandalism of Property involving the Bias of Religion were reported On Campus.
- One incident of Destruction/Damage/Vandalism of Property involving the Bias of Sexual Orientation was reported On Campus.

In the calendar year 2012, the following Hate Crimes were reported:
There was one reported incident of Intimidation with a bias of Sexual orientation that occurred in On Campus.

In the calendar year 2011, the following Hate Crimes were reported:
There were two reported Crimes of Intimidation.
- One reported incident of Intimidation with a bias of Sexual Orientation occurred in On campus
- One reported incident of Intimidation with a bias of Ethnic/National Origin occurred on adjacent public property.
- Three reported incidents of Destruction/Damage/Vandalism of Property involving the bias of Race occurred On Campus, one of which occurred within a Residential Facility.

<table>
<thead>
<tr>
<th>Offense (Crimes Not Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
</tr>
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<tr>
<td>Arson</td>
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<tr>
<td></td>
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<tr>
<td>Domestic Violence</td>
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<td>1</td>
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<tr>
<td>Dating Violence</td>
<td>2013</td>
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<td>0</td>
<td>10</td>
<td>8</td>
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<tr>
<td>Stalking</td>
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<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>

Caveat 1: *The statistics for Liquor Law Violations Referred for Disciplinary Action and for Drug Law Violations Referred for Disciplinary Action were incorrectly reported for the 2011 calendar year due to an error in entry (as a training issue) into the data base for the college judicial database. The numbers in these two areas have been corrected to reflect the referrals to judicial for 2011.

Caveat 2: These additional offenses were reported, but cannot be counted in the statistics because of locations: One forcible sex offense was reported in 2013 to have occurred in the year 2011, but the location where the offense occurred was not reported. One forcible sex offense was reported in 2013 to have occurred in 2013 in another state not related to campus. One domestic violence incident was reported in 2013 to have occurred in 2013 in another state not related to campus.
Definitions

The following terms are defined from 20 U.S.C. § 1092(f) Disclosure of campus security policy and campus crime statistics.

The term "campus" means--

I. any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

II. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

The term "non-campus building or property" means--

I. any building or property owned or controlled by a student organization recognized by the institution; and

II. any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The term "public property" means--

all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

The following definitions are used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

- 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.

- Criminal Homicide-Man slaughter by Negligence
  The killing of another person through gross negligence.

- Criminal Homicide-Murder and Non negligent Manslaughter
  The willful (non negligent) killing of one human being by another.

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

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

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

- Motor Vehicle Theft
  The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

- Weapon Law Violations
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non narcotic drugs (barbituates, Benzedrine).

- **Liquor Law Violations**

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

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

### Sex Offenses-Fforcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

1. **Forcible Rape**- The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
2. **Forcible Sodomy**- Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault With An Object**- The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. **Forcible Fondling**- The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### Sex Offenses-Non forcible

Unlawful, non forcible sexual intercourse.

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

The following definitions are used in section 40002(a) of the violence Against Women Act of 1994 (42 U.S.C. 13925(a)

- **Domestic Violence:**

Violence between those in an intimate relationship with one another, committed by a current or former spouse of victim, a person with whom victim shares a child, or a current or former co-habitator in spousal role similarly situated to a spouse of the victim; and committed to an adult or youth victim protected by local domestic or family violence laws.

- **Dating Violence**

Violence between those in an intimate relationship with one another, committed by a person who is or has been in social relationship of romantic or intimate nature with victim, and the existence of relationship is determined by considering, the length of relationship, type of relationship, and frequency of interactions.

- **Stalking**

A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear for his or her safety or the safety of others, or suffer substantial emotional distress. The stalker need not know actions are unwanted.
Preventing Crime at Oberlin College

The statistics presented here suggest that Oberlin College is a relatively safe environment. The vast majority of crimes committed on campus consist of theft, most commonly the theft of bicycles and of personal property. Nonetheless, it is important for every member of the College community to develop habits and instincts that minimize risk for themselves and others.

Individual residence hall rooms should be locked at all times; outer doors must never be propped open and students should beware of unknown individuals who attempt to “tail gate” or enter behind them as they open an outer door. Suspicious persons and/or activity should be reported to residential hall staff or the office of Safety and Security. Students should never lend access cards or keys to anyone, and report any doors, locks, or windows in need of repair to residential hall staff or the Safety and Security office. Students should never leave notes on their door dry erase boards announcing no one is home. Room doors should be locked when leaving, even if only leaving for a short time. Loss or theft of room keys should be reported immediately to residential life staff. Students who live in College Village housing or other apartment style housing should secure their exterior doors, including basement access, when leaving, and not leave valuables unattended on porches, in yards or garages.

Valuable property can be engraved, and inventory lists kept in a safe location to help in reporting and/or recovering losses. Valuables housed in backpacks, book bags, and purses (including laptop computers and other electronic equipment) should not be left unattended in academic buildings, dining facilities, libraries, residential lounges, or classrooms.

Bicycles should be registered with the Safety and Security office or local police and locked with a sturdy lock to a bike rack when not in use. Bikes not used during winter months and while its owner is away from campus should be properly stored in residential life provided storage areas or taken home.

Vehicles parked on campus should be registered with the Safety and Security office, and secured when parked. Valuables should not be stored in plain sight in the interior of vehicles. Operators parking their cars or leaving buildings to travel to a vehicle may request safety escorts during nighttime hours by calling Safety and Security, or by using any of the emergency “Blue Light” phones found in or near parking lots and at entrances of adjacent residential halls on campus.

It is incumbent upon all community members to be aware of personal safety practices by avoiding walking alone at night, and particularly to avoid less traveled, darkened streets and walkways. Walking in groups, and taking advantage of existing safety escort and shuttle services can contribute to one’s own safety and the safety of the community. It is also recommended that community members limit alcohol consumption and leave social functions that become too loud, too crowded, or that have too many people drinking excessively. Remember to call the Safety and Security office or the City Police at the first sign of trouble.

The critical factor in any successful safety and security program is the individual’s contribution to their personal safety and the safety of others, as well as the security of property in observing safe practices.