

CCAD 2016 JEANNE CLERY ANNUAL CRIME AND FIRE SAFETY REPORT

CCAD makes this information available to all students, employees, and applicants for enrollment or employment as required by the U.S. Department of Education.

1. CCAD places a high priority on safety and seeks to provide a safe campus environment. Over the years, CCAD has not experienced a significant number of serious crimes, but no campus is isolated or immune from crime. Therefore, the college has developed policies and procedures designed to enhance campus security for students, employees, and guests.

A significant part of every campus security program is prevention, including cooperative and precautionary measures by employees and students themselves. Accordingly, CCAD sponsors ongoing programs and information on security-related issues, and provides informational booklets and pamphlets on safety topics. Students and employees should periodically inspect their surroundings, become familiar with all safety and health procedures, and identify and report unsafe conditions to the director of safety and security.

2. CCAD's Annual Campus Security Act Report is prepared by the director of safety and security and the dean of students. It is the result of the effort of many additional people on campus including the vice president for student affairs, the director of residence life, and the Columbus Police Department (CPD). Each year, the offices and individuals listed above submit their data for inclusion in the annual crime statistics. By law, data from professional counselors are exempt from any mandatory reporting requirement and are not included in this report. No formal police or security office report is required for a crime to be included in the statistics. Crime statistics are double-checked by CCAD staff. Every effort is taken to ensure that all persons required to report do so, and that our statistics are as accurate as possible. Additionally, the information included in our annual report is reviewed for accuracy, completeness, and readability.
3. CCAD employs a director of campus safety and security who is responsible for all aspects of campus security and coordinates safety issues within the CCAD community. The CCAD Security office is normally open 8 a.m.–5 p.m., Monday–Friday. At all other times, at least one security officer is on campus and may be reached by calling 614.222.6165.

The CCAD campus security force is comprised of full-time security officers. Campus security officers are not commissioned police officers and neither carry weapons nor have the power to arrest. They are, however, trained and available to assist in maintaining a safe and orderly campus environment. Security officers are on duty 24 hours a day, seven days a week. They regularly patrol buildings, lots, and grounds to ensure a safe environment exists. Observations regarding security and safety are reported by the officers to the director of safety and security for resolution.

CCAD frequently augments the campus security force with off-duty Columbus police officers. CPD officers maintain the authority and arrest powers granted them by the city of Columbus while on campus. Further, CCAD maintains a close relationship with the community affairs officer from the 16th Precinct including monitoring and obtaining information related to crimes occurring in areas on and adjacent to campus.

Additional security is provided for our campus by the Special Improvement District (SID), which has security personnel dedicated to patrolling CCAD's neighborhood (called the "Discovery District").

4. CCAD encourages community members to report crimes or suspicious activity promptly and accurately. Criminal actions or suspicious activity may be reported and requests for assistance made to any security officer directly or by calling 614.222.6165 at any time. Emergencies may be reported at any time to the CPD by calling 911. Additionally, CCAD has installed 11 Emergency Call Stations, identified by a blue light, throughout campus. The caller can report a crime or suspicious activity to either campus security or 911 through the choice of push buttons on the call box. Reports should contain sufficient information to provide reasonable grounds for campus security to pursue an investigation or to refer the matter to local authorities for investigation and prosecution. CCAD will investigate reports of criminal activity and will refer reports of felonious crimes including murder, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft as required by law for prosecution or investigation by the CPD.
5. Academic and other campus facilities are open to students, employees, and guests during normal business hours. As an independent institution, CCAD's campus is private property, and persons who do not have legitimate business on campus may be removed or arrested as trespassers. There is no formal policy requiring identification and admission of visitors on campus; however, specific policies govern access to buildings that remain open after 9:30 p.m. and restricted access to residence halls at all times. Security is an important factor in college decisions regarding facilities, landscaping, and lighting. Refer to this handbook for specific security and access policies for residence halls and other facilities.
6. In compliance with federal law, CCAD compiles and reports certain crime and arrest statistics on an annual basis. It is the policy of the college to make timely reports to the campus community on any incident of criminal activity considered to be a continuing threat to other students and employees. Security incidents will be communicated to students, faculty, and staff via CCAD email and the CCAD Alert notification service.
7. From January 1, 2013, through December 31, 2015, the following on-campus, residence hall, and public property criminal offenses were reported to campus security or local police agencies:

On Campus	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	2	2
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

Note: Includes all college-owned property contiguous to campus, educational in purpose, or used by students.

On Campus in Residence Halls	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	2	2
Nonforcible sex offenses	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

Negligent manslaughter	0	0	0
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Note: These statistics are also included in the "On Campus" category.

On Public Property	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	0	2
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Note: This category includes crimes reported on public streets, sidewalks, and lots immediately adjacent to campus property. These statistics are not included in the "On Campus" category.

8. The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, national origin, or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) occurred on-campus and on-campus in residence halls from January 1, 2013, through December 31, 2015, and were reported to campus security or local police agencies:

Hate Offenses on Campus	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

Hate Offenses in Residence Halls	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

Note: The above statistics are also included in the "Hate Offenses on Campus" category.

Hate Offenses on Public Property	2013	2014	2015
Murder/non-negligent man-slaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

Note: The above statistics are not included in the "Hate Offenses on Campus" category.

9. From January 1, 2013, through December 31, 2015, the following arrests and disciplinary actions/judicial referrals occurred:

Arrests on Campus	2013	2014	2015
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Arrests in Residence Halls	2013	2014	2015
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Note: These statistics are also included in the "Arrests, On Campus" category.

Disciplinary Actions/Judicial Referrals on Campus

	2013	2014	2015
Liquor law violations	8	16	14
Drug law violations	13	8	12
Illegal weapons possession	0	0	0

Disciplinary Actions/Judicial Referrals in Residence Halls

	2013	2014	2015
Liquor law violations	8	16	14
Drug law violations	13	7	10
Illegal weapons possession	0	0	0

Note: The above statistics are also included in the "Disciplinary Actions/Judicial Referrals on Campus" category.

Reports of Domestic Violence, Dating Violence, and Stalking Incidents

	2013	2014	2015
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	6	4	2

Note: Domestic violence, dating violence, and stalking statistics are a new federal reporting requirement and are only available starting in 2013. These statistics represent a good faith effort to count campus-based incident reported to campus security authorities or local police agencies.

10. There are very limited circumstances in which CCAD may remove reports of crimes that have been deemed "unfounded" by sworn or commissioned law enforcement officials. Such determinations will be made only after a full investigation has occurred and only in circumstances where the crime report is found to be false or baseless. Any findings of unfounded crime reports will be notated in this crime report for the succeeding three years. From January 1, 2013, through December 31, 2015, there were no crime reports that were determined to be unfounded.

11. CCAD does not recognize off-campus student organizations and has no policy for monitoring the activity of such organizations off campus. CCAD does not have any non-campus buildings or property.
12. Unless specifically authorized by the college or otherwise authorized by law, pursuant to the Ohio Revised Code, no student, employee or other persons having business with the college shall knowingly possess, have under the person's control, convey or attempt to convey a deadly handgun or dangerous ordnance, including firearms, explosives, knives, BB guns, paintball guns, martial arts weapons, antiques or other weapons of any kind, onto CCAD property. This includes but is not limited to CCAD-owned or -leased buildings and parking lots. Neither shall individuals possess a replica of such items that could be reasonably mistaken for any item listed above. This excludes faculty using replicas in classroom settings in the course of instruction. Violations of this policy will be subject to disciplinary action up to and including suspension, termination of employment, termination of educational standing with the college, and referral to authorities for prosecution.
13. Crime prevention programs and resources will be offered periodically on campus. Programs facilitated by the Student Affairs office are available to all students, faculty, and staff. Presentation schedules are communicated to students and faculty/staff via CCAD email.
14. Sexual assault includes any physical sexual act directed against another person forcibly, against the victim's will, when the victim is incapable of giving consent (e.g. when the victim is intoxicated), or when the act constitutes statutory rape. Sexual assault is unacceptable regardless of the prior or current relationship of the perpetrator and the victim. This includes date or acquaintance rape.

Survivors and other students are strongly encouraged to promptly report any alleged sexual assault to a member of the Residence Life staff, the dean of students (614.222.4004), campus security (614.222.6165), and/or the Columbus Police Department at 911. A report should be made as soon as possible after the incident. Medical personnel who receive such reports attempt to help comfort the survivor and obtain preliminary details so they can ascertain the best way to assist. Emergency health care will be summoned if needed or requested. The survivor will be provided with information about how to seek additional medical care and preserve evidence by not bathing and not throwing away clothing. There are rape crisis centers located in the emergency rooms of Grant Medical Center, Riverside Hospital, and Ohio State Medical Center that are specifically equipped to treat sexual assault survivors. If transportation to any of these facilities is requested, college personnel will assist in providing it. Attending college personnel will also notify the Columbus Police Department and inform the survivor about how to file a police report and/or charges. The decision whether to file, however, rests with the survivor.

Perpetrators of sexual assault will be subject to college disciplinary action up to and including suspension or dismissal from CCAD and referral to authorities for prosecution. Campus disciplinary proceedings may occur before, during, or after pending criminal or civil proceedings for sexual assault charges. When a complaint of sexual assault is filed, normal administrative or disciplinary committee procedures will be followed as outlined in this handbook. To the extent required and permitted by law, the complainant and the accused will be given notice of the outcome of the campus disciplinary hearing on the complaint. CCAD will assist in changing academic and living arrangements as appropriate.

CCAD presents periodic programs primarily through the Student Affairs office to inform students about how they can prevent being perpetrators or victims of sexual assault. These programs involve presentations about the significant role alcohol and other drugs can have in fostering sexual assault, ways to promote positive interpersonal relationships and eliminate abusive ones, and enhancing personal safety and health. First-year students are required to complete an online sexual misconduct awareness

and prevention program during their first semester at the college. Likewise, employees are required to participate in an online sexual misconduct awareness and prevention program. CCAD also conducts a full array of programs through a coordinated Sexual Assault Awareness Month each year. These programs include a statement that CCAD prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; definitions of the terms in our law enforcement jurisdiction; the definition of “consent” in reference to sexual activity and in our applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on CCAD’s policies and procedures after a sex offense occurs. Schedules are communicated to students, faculty, and staff via CCAD email.

15. CCAD prohibits the unlawful use, possession, distribution, or sale of drugs and alcohol by students and employees on the premises or as any part of the college’s activities. The use of alcoholic beverages is permitted at select campus locations by persons of legal age when authorized at college events and in accordance with local and state laws and with proper permits. Possession and usage of alcohol or alcohol containers must comply with the Student Code of Conduct as described in this handbook.
16. Drug and alcohol abuse education programs are available through the CCAD Counseling office at 614.222.4000. For information on additional off-campus programs, students and employees may contact HandsOn Central Ohio, a local referral agency, at 614.221.2255.
17. Up-to-date information about known sexual offenders living in Franklin County, including the vicinity of the CCAD campus, can be obtained by visiting the Franklin County Sheriff’s office website at www.sheriff.franklin.oh.us, and clicking on the Sexual Offender Database link.
18. CCAD utilizes an emergency notification service, “CCAD Alert,” which can be used to quickly notify students, faculty, and staff of impending emergencies via phone, email, and/or text messaging. Members of the campus community must first register for the service by going to the Safety & Security page at www.ccad.edu, clicking on “Emergency Notification Alert System,” and following the registration steps. Only registered students and current employees are able to register in the system, but each individual can register multiple contact numbers/addresses for his or her account (including numbers for family and friends). Only authorized CCAD administrators will be permitted to send messages through the system and only in cases where we need campus constituents to take immediate action to protect their safety or in cases of weather emergency.
19. CCAD’s Environmental Health and Safety Committee, comprised of faculty and staff, meet periodically to discuss ways to improve the health and safety of our campus facilities and community. Information about their goals and discussions is available through the CCAD Safety & Security page at www.ccad.edu.
20. A daily crime log is available for public review in the CCAD Safety & Security office. All crimes occurring on campus are written into the log within two days of the crime report.

CCAD SEXUAL MISCONDUCT POLICIES AND PROCEDURES

CCAD strictly prohibits sexual misconduct of any kind. Incoming students and employees are informed about ways to prevent sexual misconduct, including domestic violence, dating violence, sexual assault, and stalking, through New Student Seminar and new employee orientation programs. Additionally, ongoing campus-wide programs to prevent such incidents are conducted during the academic year through passive informational campaigns and workshop opportunities.

WHAT IS SEXUAL MISCONDUCT?

Actions that fall under the category of sexual misconduct include sexual assault, unwelcomed sexual advances, coercion for sexual favors, non-consensual sexual touching or contact, domestic or dating violence, stalking, actions committed through exploitation of another's mental or physical condition (for example, impairment due to alcohol or drugs) of which the assailant was aware or should have been aware, sexual harassment, gender-based discrimination, or any other sexual activity done without the consent of one of the parties. Sexual assault involves sexual conduct with a recipient whose ability to resist or consent is substantially impaired because of an administered substance or a mental or physical condition, or when the act is compelled through force or the threat of force. Rape is one form of sexual misconduct and is defined as 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. Domestic violence is defined as knowingly causing, attempting, or threatening to cause physical harm to a family or household member. Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Stalking means engaging in a pattern of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. See US Code Title 18, Part I, Ch. 110A, Sec. 2261-2266 and Title 42, Ch. 136, Subchapter III, Sec. 13925, as well as Ohio Revised Code Title 29, Ch. 2903.211, 2907.01 and 2919.25 for legal definitions of these terms.

Sexual harassment is a form of sexual misconduct and includes unwelcomed verbal, visual, and physical sexual behavior that is severe, persistent, or pervasive and that occurs under the following circumstances:

1. when submission to such conduct is made an explicit or implicit term or condition of employment, enrollment, status, or service;
2. when submission or rejection of such conduct by an individual is used as a basis for a decision affecting such an individual; or
3. when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

REQUIREMENT OF CONSENT

Consent for sexual contact must be unambiguously obtained prior to any sexual activity, including the escalation of any ongoing sexual activity. Consent for sexual contact is an active state that is informed, knowing, and voluntary. Silence, in and of itself, cannot be interpreted as consent. Additionally, the consumption of alcohol by any involved individuals is never an excuse for sexual misconduct.

EVIDENCE COLLECTION

Victims of sexual violence can have evidence collected up to 96 hours after a sexual assault. All Columbus-area hospital emergency departments can provide evidence collection and call for a survivor advocate to be with the victim. Evidence collection does not mean the victim has to file a report or press charges; it does, however, secure any evidence in the event that the victim would like the option of filing/pressing charges in the future. The Emergency Department will have to call law enforcement to file a report, but victim has the option to remain anonymous or not talk to law enforcement at all. If a victim would like to wait and think about evidence collection, note that brushing teeth, wiping from the bathroom, showering, smoking, and eating can damage evidence. It is recommended that the victim bring any clothes that may have evidence on them from the assault.

FILING A REPORT

Victims have the option of filing a report with any or all of these departments:

- The Columbus Police Department. This could lead to a criminal investigation and legal proceedings. Victims can file a report while at the Emergency Room or later. There is a 20-year statute of limitations on rape.
- The vice president for student affairs and dean of students or the Safety & Security Office at CCAD. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.

REPORTING AN ALLEGATION TO CAMPUS AUTHORITIES

Students who believe they have been a victim of sexual misconduct (including sexual assault, harassment, or discrimination) should report this to the vice president for student affairs (who also serves as the campus Title IX coordinator) or the director of advising and learning support. The vice president's office is located on the second floor of the Canzani Center, or he can be contacted at 614.222.4015 or cmundell@ccad.edu. The director of advising and learning support's office is located in the Student Affairs office on the first floor of the Crane Center, or she can be contacted at 614.222.3251 or asanders@ccad.edu. Students may also complete an incident report or witness statement through the Safety & Security office. Incidents involving sexual assault must be reported to local law enforcement authorities, but the College will only disclose the name of the alleged recipient to law enforcement authorities with his or her permission.

DUTY TO INVESTIGATE AND LIMITS OF CONFIDENTIALITY

When an allegation of sexual misconduct comes to the attention of any school official, the incident may be investigated by the college. CCAD is required by law to investigate credible allegations of sexual misconduct, whether communicated verbally, in writing, or through hearsay. This obligation may exist whether or not the alleged recipient chooses to pursue charges or to participate in the investigatory process. The alleged recipient or any other reporting individual may choose not to participate in any action taken by the college. Requests for anonymity, while not guaranteed, will be respected to the greatest extent possible; however, a request for anonymity may result in conditions that make it difficult for the college to conduct a full and proper investigation.

Students who desire strict confidentiality may discuss their concerns with a licensed counselor in the CCAD Counseling and Wellness Center, who is exempt from legal requirements to report the incident to other

college administrators or law enforcement personnel, except in cases where the individual or others are at significant risk of harm.

SEXUAL MISCONDUCT INVESTIGATION AND HEARING PROCEDURES

Once the matter is in the hands of the coordinating investigator, any actions, communications, meetings, or hearings will be considered part of the “proceedings” of the case. The coordinating investigator will conduct a fact-finding investigation with involved individuals or those who may have relevant information to share about the case. The respondent will be notified at least two calendar days prior to the date of any investigatory meeting or hearing, unless the coordinating investigator determines that extenuating circumstances require an earlier meeting or hearing date. The notice will include a general description of the alleged policy violation(s) and the time, date, and location of the meeting or hearing.

After conducting the investigation, the coordinating investigator will present the case file to the vice president for student affairs, who serves as the campus Title IX coordinator. The vice president will either make an administrative finding based on the evidence presented or convene the Student Conduct Committee to hold a hearing panel. The college reserves the right to add or change administrators to the Student Conduct Committee at its discretion.

During any meetings or hearings, the college may separate the complainant and respondent, or any witnesses, from the other party in order to provide an orderly and emotionally safe environment for the proceedings. The complainant and the respondent will have the right to have witnesses speak on their behalf to the coordinating investigator. If a panel hearing is held, witnesses or other individuals may be invited to speak to the panel during the hearing at the discretion of the hearing officer or panel.

The complainant and the respondent have the right to have legal counsel with them during any portion of the investigation, including a hearing; however, individuals from outside the college community, including legal representation, will not be permitted to speak (other than giving private advice to their client) unless asked a direct question by the investigator, the Title IX coordinator, or the hearing panel.

At its discretion, the college may impose immediate and temporary remedies to protect any individuals involved during the time that the investigation and hearing is underway. In particular, the complainant or the respondent may receive assistance through the dean of students in changing academic schedules and on-campus living arrangements. Campus investigations and hearings conform to basic rules of fairness and are conducted by individuals who receive annual training on conducting such processes. A campus hearing is not a court trial. The main purpose of any investigation and hearing is to consider allegations and determine the likeliness of a violation by considering the evidence presented. The hearing officer or board will use a preponderance of the evidence standard (in other words, “more likely than not”) to determine whether a student is or is not responsible for a violation.

In the absence of an involved party at a meeting or hearing, the hearing officer or panel will decide whether to continue without the missing individual present. Failure to attend a meeting or hearing may affect the outcome and the sanctions imposed. A student’s absence, without sufficient reason, may be grounds for disciplinary action as well.

A record of any meetings or hearings may be made either by audio or video recording at the discretion of the coordinating investigator or hearing panel. All persons present will be notified if a meeting is being recorded.

Both the complainant and the respondent will be informed of the outcome (“result”) of any investigation and hearing, including the finding and any sanctions imposed that directly impact the complainant, within a reasonable timeframe (typically with five working days) by email sent to their CCAD email addresses and/or by postal mail. In some cases, the victim or his or her next of kin will be notified when the law requires it or when it is permitted by law at the discretion of the Title IX coordinator. Additionally, some faculty or staff members may be informed of the outcome if the information is necessary for the conduct of their responsibilities. Finally, parent(s) may be informed of the outcome as permitted by law and with the alleged victim’s consent.

As determined by the U.S. Department of Education, compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (*20 U.S.C. 1232g*), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

POSSIBLE SANCTIONS

Sanctions that may be imposed on those found responsible for sexual assault/misconduct, dating or domestic violence, or stalking include warning/reprimand, no-contact order, change in course schedule, change in residence hall assignment, suspension, or expulsion.

PROHIBITION AGAINST RETALIATION

Retaliation of any kind in response to an individual’s participation in the investigation or hearing is strictly prohibited and will result in an immediate response from the college, which may involve temporarily separating the responsible individual from the campus community. Any concerns about retaliation should be addressed promptly with the dean of students or the vice president for student affairs.

RIGHT TO APPEAL

Both the complainant and the respondent may appeal the initial findings and/or sanctions from a sexual misconduct investigation process. The appeal must be made in writing to the vice president for student affairs within five business days of having received notice of the initial findings, unless otherwise notified in the findings letter. Generally, findings and sanctions remain in effect during the appeal process.

The written appeal must be based on a factual disagreement surrounding the violation, a perceived violation of fundamental fairness or demonstration of bias, or the presentation of new evidence that was not available at the time of the initial finding was made. The vice president for student affairs may make a direct decision on the appeal, convene a new hearing panel, or return the case back to an investigator for further consideration. The decision of the vice president for student affairs is final.

COMPLAINANT’S RIGHTS

When bringing forward a complaint of sexual misconduct and throughout the investigation and hearing process, complainants have the following rights:

- To decide whether or not they want to participate in any part of the investigation or hearing process, and to change that decision at any point in the process
- To deny the use of their name if a report must be made to a local law enforcement agency
- To be informed about any limits of confidentiality that may pertain to the allegation

- To be informed of their options of services available to them and any time limits associated with each option
- To have an advocate or other support person to assist them through the process
- To request a change in their on-campus housing assignment or academic schedule if they feel unsafe
- To bring witnesses in person or to present witness statements during an investigation
- To have the advice of their own legal counsel (although legal counsel may not represent any individuals involved during the process or hearing)
- To be informed of the outcome of the investigation and finding
- To appeal the outcome of the initial finding

RESPONDENT'S RIGHTS

When responding to a complaint of sexual misconduct and throughout the investigation and hearing process, respondents have the following rights:

- To be clearly informed of the allegations made against them (though the complainant's identity may need to remain confidential)
- To have an opportunity to respond to the allegations
- To have an advocate or other support person to assist them through the process
- To request a change in their on-campus housing assignment or academic schedule if they feel unsafe
- To bring witnesses in person or to present witness statements during an investigation
- To have the advice of their own legal counsel (although legal counsel may not represent any individuals involved during the process or hearing)
- To be informed of the outcome of the investigation and finding
- To appeal the outcome of the initial finding

RESOURCES, OPTIONS, AND PROTECTIVE MEASURES FOR VICTIMS OF SEXUAL VIOLENCE

There are numerous on-campus and off-campus resources available for those who have been victimized by sexual misconduct or violence. On-campus resources include licensed mental health counselors in the Counseling and Wellness Center for counseling support, the Dean of Students' office for arranging accommodations that may be needed, and the Safety & Security office for seeking immediate help with safety concerns.

There are also professional resources available in the community. Victims or their advocates can contact the Sexual Assault Response Network of Central Ohio (SARNCO) at their 24-hour helpline, 614.267.7020, or the Rape, Abuse and Incest National Network (RAINN) helpline at 800.656.HOPE. SARNCO works with local law enforcement and social services agencies to provide medical and social support services to victims of sexual assault. Services include evaluation and treatment in local emergency departments, emotional support from volunteer advocates, a 24-hour rape helpline, referrals to aftercare counseling, and community outreach and prevention education. Those who are concerned about specific individuals who may pose a threat to their safety are also able to request a protection order through the Franklin County Clerk of Courts, which establishes legal restrictions on the ability of the individual to be in close proximity to the complainant. Information about the types of protection orders and how to request them is available at www.franklincountyohio.gov/clerk/po.cfm.

A "no contact order" can also be requested through the Dean of Students office at CCAD, which does not have legal authority but would make any prohibited contact a violation of the Student Code of Conduct or college policy and subject to campus disciplinary action. The Dean of Students, or his/her designee, can also arrange

for a temporary or permanent change of class schedule or residence hall assignment for victims or perpetrators of sexual misconduct when such measures are deemed appropriate. Additionally, the Director of Safety and Security at CCAD can arrange for security escorts or other protective services, as necessary and available.

CCAD 2016 ANNUAL FIRE SAFETY REPORT

Each on-campus student housing facility is equipped with a fire safety system installed by Simplex Grinnell/ Security Corp. Each facility is installed with smoke detectors, sprinkler systems, and fire monitor panels that directly communicate to the Security Corporation Monitoring station and the CCAD security office. Anyone discovering a fire or other safety concerns should contact CCAD security immediately at extension 6165.

CCAD Safety/Security Director and Residence Life Staff conduct two fire drills during each semester at each on-campus student housing facility to ensure the system is functioning properly and to educate students and staff how to safely evacuate a facility in case of a fire or other emergency.

CCAD Safety/Security Director and/or the Columbus Fire Department provide life safety training, fire safety inspections, and emergency evacuation drills on an annual basis. Fire and safety training is also available upon request to all on-campus departments.

The CCAD Residence Life Office distributes a notice of the Residence Hall Living Guide to all building occupants at the beginning of the academic year, available for download on their web page at <https://www.ccad.edu/life-ccad/living-here>. The guide addresses fire safety concerns as well as evacuation procedures for students living in on-campus housing facilities.

2016 ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS HOUSING

Residence Hall	Number of Fires	Injuries	Deaths	Property Damage
Design Square Apartments	0	0	0	\$0.00
Schottenstein Residence Hall	0	0	0	\$0.00

Evacuation Instructions:

Design Square Apartments

- Evacuate to west parking lot located on N. Grant St. (walk out the west entry doors to that lot)

Schottenstein Residence Hall

- Evacuate to church parking lot on E.Gay St. (walk out main doors and walk across Gay St. to lot)

Helpful Telephone Numbers:

- Emergency at any campus location 911
- CCAD Security Officers 614.222.6165
- Columbus Fire 614.221.2345
- Columbus Police 614.645.4545
- Sheriff's Office 614.525.3333
- Design Square Apartments Front Desk 614.453.2200
- Schottenstein Residence Hall Front Desk 614.222.3240
- Director of Safety and Security 614.222.6172