

The background of the report cover is a monochromatic orange-tinted photograph of the University of Findlay campus. On the left, the Old Main building is visible with its distinctive gabled roof and a sign that reads "OLD MAIN". In the center, an American flag flies on a tall pole. On the right, a large stone archway spans across the scene, with the word "UNIVERSITY" inscribed on its upper curve. A classic street lamp stands in front of the archway. The overall scene is set against a backdrop of trees and a clear sky.

# Annual Security and Fire Safety Report 2023

September 28, 2023

PREPARED BY:

*University of Findlay*

*Office of Campus Safety and Emergency Management*

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## **Annual Security Report**

### Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Office of Campus Safety & Emergency Management prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and the Higher Education Opportunity Act of 2008 and the Violence Against Women Act (VAWA). It is compiled using the information maintained by the Office of Campus Safety, information provided by other University offices such as the Office for Equity & Title IX, Student Affairs including Student Conduct, Housing and Residence Life, and other Campus Security Authorities, and information provided by local law enforcement agencies. A Representative(s) from each of the University offices mentioned above meet to enter the data/crime statistics on an annual basis. Each of these offices provides updated policy information and/or crime data. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or on property owned, leased, or controlled by University of Findlay.

This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. The University of Findlay publishes this Annual Security Report in coordination with timelines set forth by the United States Department of Education. Per the timelines, statistics in this Report reflect data from the previous calendar year. The University distributes conspicuous notice of the availability of this Annual Security Report by October 1 of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Office of Campus Safety & Emergency Management by emailing [safetysecurity@findlay.edu](mailto:safetysecurity@findlay.edu), by phone at 419-434-4799, or by visiting Campus Safety's webpage (<https://www.findlay.edu/offices/student-affairs/safety-security/>).

## **Reporting Crimes and Other Emergencies**

The University encourages all students, faculty, staff, community members, and visitors to promptly and accurately report all crimes and other safety-related incidents, including suspicious activity or persons to The University of Findlay's Office of Campus Safety or by calling 911 to report to local law enforcement (Hancock County Sheriff's Office). Prompt and accurate reporting ensures effective response, investigation, and appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification.

### **Emergency Reporting**

Students, faculty, staff, and guests are encouraged to report all crimes, medical emergencies, and other safety-related incidents to University of Findlay's Office of Campus Safety promptly by dialing 419-434-4799 (emergency line). Be prepared to stay on the line and provide as much information as possible. The request to call the Office of Campus Safety first is to better assist the local enforcement departments in locating the emergency. However, if 911 is called first, please call Campus Safety at 419-434-4799 immediately afterward.

### **Non-Emergency – Reporting to the Office of Campus Safety**

Non-emergency reports of crimes should be reported to the Office of Campus Safety promptly. The Office of Campus Safety has a dispatch center that is available by phone at 419-434-4799 or in person 24 hours a day at the Office of Campus Safety, 201 Frazer Street. Safety concerns and crime reporting are also available through the University of Findlay website at <https://www.findlay.edu/offices/student-affairs/safety-security>. Though there are many resources available, the Office of Campus Safety should be

notified of any crime to assure the University can assess all security concerns and inform the campus community if there is a significant threat.

### **Emergency Code Blue Phones**

There are 50 code blue emergency call boxes on campus. These stations immediately connect you with Campus Safety. Do not hesitate to use the call boxes for emergency assistance and information, medical assistance, fire alert, reporting crimes or suspicious persons, reporting vehicular accidents, or if you feel unsafe for any reason. There is no handset; simply push the button, talk, and you will be in two-way communication with an officer. If you are unable to speak, an officer will be dispatched to the call box location immediately. If you are unable to remain in the area, give your name and your intended direction of travel.

### **Reporting to other Campus Security Authorities**

While the University prefers that community members promptly report all crimes and other emergencies directly to the Campus Safety emergency line at 419-434-4799 or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain campus officials and offices as Campus Security Authorities (CSAs). The Clery Act defines these individuals as:

1. an institution’s campus police or security department
2. other individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. individuals or organizations designated in the institution’s security policy as those to whom students and employees should report crimes
4. officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings.

While the University has identified numerous CSAs on campus, we officially designate the following offices and/or University officials as places where campus community members should report crimes.

<b>Official</b>	<b>Campus Address</b>	<b>Phone Number</b>
Office of Campus Safety	201 Frazer Street	419-434-4799
Vice President for Student Affairs & Athletics	Old Main 104	419-434-4570
Associate Vice President for Safety & Wellness	Old Main 104	419-434-4733
Associate Vice President for Student Life	Old Main 104	419-434-4570
Associate Vice President for Student Success	Old Main 104	419-434-4068
Director of Student Activities (Greek Life)	Alumni Memorial Union 8	419-434-4606
Vice President for Human Resources	Old Main 303	419-434-4804
Civil Rights/Title IX Coordinator	Old Main 49	419-434-4038
Deputy Civil Rights/Title IX Coordinator	Old Main 48	419-434-5671
Director of Housing & Residence Life	Old Main 124	419-434-6995
Director of Athletics	Croy 211	419-434-4793
Director of Student Persistence	Old Main 123	419-434-5688

### **Voluntary Confidential Reporting**

If crimes are never reported, little can be done to help other members of the campus community from also becoming victims. We encourage the UF community members to report crimes promptly and to participate in and support crime prevention efforts.

If you are the victim of a crime or want to report a crime you are aware of but do not want to pursue action within the campus or criminal justice system, we ask that you consider filing a voluntary confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report and/or the Annual Fire Safety Report. In limited circumstances, Campus Safety may not be able to assure confidentiality and will inform you in those cases.

For anonymous reporting, a student or employee may report via the [Silent Victim/Witness Program](#).

Anyone may call the Office of Campus Safety at 419-434-4799 to report concerns. Callers may remain anonymous. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may limit the University's ability to respond or take further action.

Victims of crimes who do not wish to pursue action within either the university system or the criminal justice system can file a confidential report. With the victim's permission, Campus Safety can file a report with the details of the incident without revealing the victim's identity.

The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, Campus Safety can keep accurate records of the number of incidents occurring on-campus, identify criminal patterns with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Voluntary confidential reports of crimes can be made to the Office of Student Affairs, or as identified below:

- Campus Safety by phone 419-434-4799, or
- In-person at Campus Safety to any Campus Police/Security Officer, or
- Online via the Silent Victim/Witness link found on the Campus Safety webpage

Because police reports are public records under state law, law enforcement agencies such as Campus Police and the Findlay Police Department, cannot hold reports of crime in confidence.

### **Pastoral and Professional Counselors**

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by University of Findlay to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those with whom they are counseling of the voluntary, confidential reporting options available to them. Individuals may connect with Campus Ministries staff during regular business hours. Counseling is available for students via Counseling Services during regular business hours. For full-time, benefited employees, the Employment Assistant Program (EAP) is available for counseling services by calling 1-888-319-7819.

### **Campus Safety's Response to Reported Crimes**

Campus Safety's officers/dispatchers cover telephone and two-way radio systems and monitor campus on a 24-hour basis to provide information for response to emergencies. Dispatchers are in communication with Security officers/University Campus Police by radio assisting in the event of a report of a crime or emergency. If needed, the dispatcher will contact local law enforcement or other emergency responders.

### **Daily Crime and Fire Log**

The University of Findlay Campus Security and Campus Police maintain a written Daily Crime Log that records, by the date the crime was reported, any crime that has occurred within the institution's Clery geography and is reported to Campus Safety. The information contained in the log includes the nature, date, time and general location of each crime. Additionally, the log also contains the disposition of the complaint, if known.

Entries are made in the log no later than two days following the report of a crime, unless disclosure of the information is prohibited by law or would jeopardize the confidentiality of the victim. Further, the University may withhold information from the crime log required by the Clery Act if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

Once the threat of the adverse condition is abated, the University will fully disclose any previously withheld information in the Crime Log.

### **About the Office of Campus Safety**

#### **Role, Authority and Training**

Campus Safety and Security is open 24/7/365 days a year. It is comprised of security officers and certified armed police officers. The office enforces policies including parking on all campuses of the University along with laws of the City of Findlay and State of Ohio. The office also monitors the Code Blue Emergency Phones around campus. Code Blues are activated by pushing the "PUSH FOR HELP" button on the blue light phones. Campus Safety also takes reports anonymously of violent acts or threats on its website by clicking on "Report a Safety Concern," "Silent Victim Witness Report" or "Violent Act/Threat Report Link."

If you need assistance, call Campus Safety at 419-434-4799. On any University of Findlay property, a campus safety officer (Police or Security) will be dispatched to take the report. If you need law enforcement assistance in the City of Findlay but not on University of Findlay property, contact the City of Findlay Police Department at 419-424-7163. If you need law enforcement assistance outside City of Findlay limits and not on University of Findlay property, contact the Hancock County Sheriff's Office at 419-422-2424.

Services include:

- Escorts – medical and safety
- Locking/Unlocking doors on campus
- Vehicle unlocks
- Vehicle jumpstarts

- Vehicles tire inflation
- Bicycle Theft Program – offering free bike locks
- Welfare checks
- Response to all emergency situations

The Office of Campus Safety protects and serves the UF community 24 hours a day, 365 days a year. The Office of Campus Safety is responsible, in whole or in part, for many campus safety and security programs including emergency management, community safety, and security education, physical security of all campus buildings and property, security technology, emergency medical response and assessment, University policy enforcement, student and employee vehicle registrations and regulations.

Campus Safety security officers are not commissioned as Peace or Law Enforcement Officers by the State of Ohio and consequently carry no arrest powers. In cases where law enforcement is needed, the University of Findlay Campus will be notified. If not available at that time, the Hancock County Sheriff's Office will be notified, along with the Director of Campus Safety or designee. The primary role of the Campus Safety security officer during a criminal incident is to be a professional, trained, and active observer.

Campus Safety comprises:

- 1 Chief of Police/ Director of Campus Safety
- 1 Captain of Police
- 1 Administrative Assistant/Full-time Dispatcher/Operator
- 1 Sworn Police Sergeant
- 1 Sworn police officer
- 14 full and part-time Campus Security Officers

### **Working relationship with local, state and federal law enforcement agencies**

The Office of Campus Safety maintains a cooperative relationship with the Hancock County Sheriff, and Findlay Police Department. This relationship includes training programs, special events coordination, and investigation of serious incidents. University of Findlay has worked with the Hancock County Sheriff's Office, Hancock County Prosecuting Attorney's Office, Findlay Police Department and City of Findlay Law Director's Office to develop a Memorandum of Understanding regarding the reporting of and response to criminal activity on campus. In addition, UF has a separate Memorandum of Understanding with Open Arms Domestic Violence & Rape Crisis Services. UF regularly invites appropriate personnel from these agencies to participate in training and discussions to ensure the appropriate and efficient response to incidents of sexual misconduct based upon a reasonable belief that such aid will enhance safety and efficiency.

University of Findlay encourages accurate and prompt reporting of all crimes to the Office of Campus Safety, the Hancock County Sheriff's Office or Findlay Police Department when the victim of a crime elects to or can, make such a report.

The Office of Campus Safety's jurisdiction for physical security and policy enforcement is limited to University-owned structures and property. The Findlay Police Department and the Hancock County Sheriff's Office are the primary law enforcement presence adjacent to University property.

### **Weapons Policy**



The possession, manufacture, transfer, storage, presence, sale, or use of firearms (including but not limited to handguns) or other weapons by anyone on University property, in a University-owned vehicle, at any University event, or while engaged in University business anywhere, including University-sponsored social events or travel, without the written authorization of the University, is expressly prohibited. This prohibition exists regardless of whether the possessor is a “lawful firearm carrier.” A “lawful firearm carrier” is defined as someone who has been issued a federal or state license to possess a weapon or is a “qualifying adult” under R.C. 2923.111.

For purposes of this policy, “weapons” are defined as any device or substance that is designed, used, or likely to be used to cause bodily harm, or property damage. Examples of prohibited weapons include but are not limited to firearms, which are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used; taser/stun guns, knives or blades, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives or incendiary devices, and any chemical unrelated to University business or intended to cause harm to another person. The employee is responsible to make sure that any potentially covered item they possess is not covered by this policy prior to bringing it on University property.

This prohibition applies to all employees, students, and campus visitors, including those who are “lawful firearm carriers,” except for the following individuals:

1. Authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, provided they are legally permitted to possess weapons in the State of Ohio.
2. Individuals granted prior written authorization to possess weapons by the Chief of the University Campus Police; provided they are legally permitted to possess weapons in the State of Ohio and only to the extent that such possession is necessary as a part of an academic, research, or work-related activity.

Further, the weapons prohibition does not include firearms and ammunition stored in an individual’s own private vehicle, provided that (1) the individual is “lawful firearm carrier”; (2) the vehicle is otherwise permitted in the University’s parking lots; and (3) the individual must either be physically present inside the vehicle or the firearm and all ammunition are locked in the vehicle’s trunk, glove box or other enclosed container or compartment. The prohibition also does not apply to a lawful firearm carrier who is in the immediate process of placing the firearm in a locked motor vehicle. Individuals to whom this exception applies are encouraged to present any applicable license or military identification to the University of Findlay Campus Police Department. No firearms are permitted in University owned or leased vehicles at any time.

## **Reporting**

Any member of the University community who believes an individual is violating this policy should immediately report this information to University Campus Police. Likewise, any member of the University community who observes unattended items they reasonably believe to be weapons should also immediately contact University Campus Police with a description and location of these items. If a University employee, any instances of violence or threats of violence should also be reported to the employee’s supervisor and the Office of Human Resources. Employees and students who make good faith reports pursuant to this policy will not be subject to retaliation.

All reports will be fully investigated. Local law enforcement may be contacted and the University and any employees or students with knowledge of the report shall cooperate with the University and law

enforcement authorities during any investigation. The University reserves the right to search and inspect property and persons while on University premises or while engaged in University business off premises.

#### **Disciplinary Action for Weapons Possession**

If an employee or student is believed to be in possession of a firearm or other weapon on campus in violation of this policy, an employee will be immediately suspended without pay pending investigation, and a student will be immediately suspended and removed from campus pending investigation. If the University determines that an employee or student violates this policy it will result in severe disciplinary action, up to and including immediate dismissal, at the discretion of the University.

#### **Sex Offender Registration**

The Clery Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in Ohio to provide notice, as required under State law, to each institution of higher education in Ohio at which the person is employed, carries on a vocation, volunteers services, or is a student.

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

In addition, all persons convicted of violations under the laws of The United States or any other State substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion with an Ohio County Sheriff within seven days of establishing a residence with the Ohio County. Any person required to register shall also be required to re-register within seven days following any change of residence, whether within the county or any other county. The University of Findlay Office of Campus Safety & Emergency Management maintains a web link with the Hancock County Sheriff's Office web page for Registered Sex Offenders within Hancock County.

#### **Crime Victims' Rights**

UF will, upon written request, disclose to the alleged victim (or, if deceased, the alleged victim's next of kin) of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.

#### **Security of and Access to Campus Facilities**

A Campus Safety Officer is available 24 hours per day, 7 days per week, 365 days per year including Christmas and major holidays. The Chief of Police and Director of Campus Safety is available from 8 a.m. to 4:30 p.m. Monday through Friday at 419-434-4601.

Campus Safety is responsible for locking campus facilities at night and unlocking the facilities in the morning. During days in which class is in session, all academic buildings will be open for classes and business.

Facilities Services employees have access to all campus facilities and are responsible for the maintenance and repair of these facilities. Facilities Services employees receive a background check prior to being employed by the University, and receive training on University policy and procedures.

Vendors employed by the University of Findlay to perform work on-campus and/or campus facilities must register at the Facilities Services or Campus Safety and are required to wear contractor badges at all times when performing work on-campus.

In addition, the campus of the University of Findlay is equipped with Code Blue Emergency Phones stationed around campus for the safety of the campus community, along with surveillance cameras covering main campus and the farms. Moreover, all residence halls are equipped with keyless entry, meaning that only residents, or authorized UF employees, may enter by swiping their UF Mobile ID card into key card access readers.

### **Crime Prevention and Safety Awareness Programs**

In addition to patrolling, both on foot and in marked vehicles, Campus Safety has programs in place in order to make students and employees aware of not only Campus Safety's presence but the available services as well.

Campus Safety participates in new student orientation to provide an overview of the services available and provide information encouraging students to be responsible for their own safety and security. Students are required to speak with Campus Safety representatives during orientation.

Outside of new student orientation, several safety and wellness training courses are offered throughout both semesters to the campus community.

Self-defense courses are taught periodically throughout the academic year and are open to all students. Information is presented informing students about crime prevention as well as self-defense tactics.

Information on available services is also available on the Campus Safety and Emergency Management webpage and by speaking with Campus Safety representatives.

Residence Life Staff are posted on each residence hall floor and assigned to the various homes used by the University for student housing. These students have been trained in reporting crimes and issues to both Campus Security/Police and law enforcement and are aware of University policies and procedures in dealing with these situations. These students, living among the student population, afford a greater opportunity to identify and report crimes.

Additionally, programs are offered to the residents by the Residence Life Staff on various topics including security and crime prevention. Small groups of this staff also actively patrol student housing facilities Monday through Friday 8 p.m. to 12 a.m. and Saturday and Sunday 8 p.m. to 2 a.m.

The Oiler Alert emergency text notification system is used to disseminate emergency notification messages to the campus community when emergencies occur. These messages provide information on the emergency and provide information students and employees can use to take responsibility for their own safety and security. Students and employees are automatically enrolled in this program.

Code Blue Emergency Phones are located throughout the Main Campus, East Campus (English Farm) and South Campus (Western Farm). Phones are located in common areas, parking lots, on buildings and in walkways. When activated by pushing the red Emergency Button, the phone is immediately connected to the Campus Safety and Campus Security Cell Phone. Additionally, all Officers present on campus are dispatched immediately to the location of a phone that has been activated.

The University of Findlay is widely covered by security cameras operated and maintained by Campus Safety. These cameras are placed on the exterior and interior of academic and housing facilities on campus as well in parking lots and common areas. Cameras provide Campus Safety with the capability to identify potential suspects and act as a physical presence working to deter crime through their presence.

In an effort to promote safety awareness, the Office of Campus Safety maintains a strong working relationship with the community. The Office of Campus Safety is willing to offer a variety of safety programs to employees and student organizations on the UF campus. If you or your organization would like to request a specific program, please contact Campus Safety at 419-434-4601. Campus Safety improves crime prevention and safety awareness through high visibility campus patrols, both on foot and vehicular. Safety patrols are completed on campus multiple times a day, giving officers an opportunity to interact with students, employees, and visitors at any time of the day.

### **CARE Team (Campus Assessment, Review & Evaluation)**

In order to extend our efforts on emergency preparedness and prevention, University of Findlay has established a CARE Team. The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members. The CARE team consists of university personnel with expertise in student affairs, mental and physical health, student conduct, and law enforcement/campus safety.

### **How to Report an Incident or Suspected Crime**

When you call the Office of Campus Safety, give your name. Use the list below to familiarize yourself with the questions that will be asked by the Office of Campus Safety. Knowing what information will be asked of you and what to look for will be the most effective tool in preventing and stopping crimes against persons and property of the University of Findlay community.

- Briefly describe the event
- When the event happened
- Where the event happened
- Who was involved in the event

Describe the suspect:

- sex/gender
- race
- age
- height
- weight
- hair color
- clothing
- any distinctive characteristics such as beard, mustache, scars, tattoos or accents

Describe the vehicle if one is involved:

- color
- make
- model

- year
- license plate number
- any special features such as stickers, dents or decals

Many times, as the school year progresses, calls to action against immediate threats lose enthusiasm. It is important to keep interested in your surroundings and what is going on around you. Even if an immediate threat of crime is not foremost on your mind, it pays to be vigilant.

### **Safety Escort**

The University has an escort service that is available to the UF community. To make escort arrangements, call the Office of Campus Safety at 419-434-4601. A Campus Safety officer will gladly take you to your destination anywhere on campus. Campus Safety strongly encourages anyone, students, and employees, who may walk alone at night to take advantage of this service. Escorts are available 24 hours a day, 7 days a week.

### **Crimes Involving Student Organizations at Off-Campus Locations**

University of Findlay relies on its close working relationships with local law enforcement agencies to receive information about incidents involving UF students and recognized student organizations. Currently, there are no student organizations operating off-campus; per UF policy. All student organizations recognized by UF are in University-owned or leased properties and are considered on-campus with respect to Clery geography. If the Office of Campus Safety learns of criminal activity involving students or student organizations at an off-campus location, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to Student Conduct and the Office of Equity & Title IX, as appropriate.

The University requires all recognized student organizations to abide by federal, state, and local law, and University regulations. The University may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to adversely affect the campus community and/or the pursuit of its objectives.

### **Crime Prevention Tips**

While the University of Findlay campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics provided in this report, other common crimes that occur on campus are outlined below. We also recommend exploring Campus Safety's website, Crime Prevention, and Resources, and Personal Safety Tips at <https://www.findlay.edu/offices/student-affairs/safety-security/crime-prevention-tips> to reduce the possibility of a crime occurring.

### **Theft**

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied.
- Don't provide access to unauthorized persons to the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- If you have a bike, secure it with an anti-theft lock.
- If you have a vehicle, ensure no valuables are kept inside, windows are rolled up, and the doors are locked.
- Keep a list of all valuable possessions including makes, models, and serial numbers.
- Don't leave laptop computers or textbooks unattended in labs, libraries, or other public areas, even if it is for a short period of time.
- Don't lend credit cards or identification cards, including University-issued ID cards, to anyone.
- Don't let others access your University Mobile ID through your phone or app.
- Report loitering persons or suspicious persons to Campus Safety immediately; don't take any chances.

### **Identity Theft**

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information. Persons involved in identity theft often use computers or other forms of media to assist them. There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use computer security software on computers and install firewalls.

### **Timely Warnings**

The University of Findlay provides Timely Warnings to the campus community of any crime(s) that present a serious and/or continuing threat to the safety of students or employees. The campus community will receive notification via email and the institution's Oiler Alert text messaging system.

ANYONE WITH INFORMATION WARRANTING A TIMELY WARNING SHOULD CONTACT THE OFFICE OF CAMPUS SAFETY & EMERGENCY MANAGEMENT AT 419-434-4799.

Reports of crimes to a Campus Security Authority (Office of Campus Safety & Emergency Management (Campus Safety) and Student Affairs) will be documented and assessed to determine if a serious and/or continuing threat to the safety of students or employees exists. This determination will be made by the

Vice President of Student Affairs in consultation with the Associate Vice President for Safety & Wellness and the Chief of Police. The Associate Vice President for Safety & Wellness and the Chief of Police will make the determination in the Vice President's absence.

Timely Warnings contain details of the crime, a description of the suspect if known, whom to contact with information on the crime, and proactive steps to remain safe. Some information may be withheld if providing that information could risk compromising law enforcement efforts.

Additionally, the names and other identifying information of victims are confidential and never included in Timely Warning notifications. Systems used to provide this notification are tested quarterly unless used to disseminate a Timely Warning or other emergency information during that quarter.

Current Timely Warnings can be viewed on the Safety and Security webpage under the Crime Alerts link (<https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>).

Current students and employees can view the Emergency Procedures section of the University of Findlay's Crisis Response Plan to learn about the recommended procedures that will be generally followed during specific types of emergencies and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene. This information is available at <https://www.findlay.edu/offices/student-affairs/safety-security/crisis-response>.

## **Emergency Notifications**

University of Findlay will immediately notify the campus community of a confirmed significant emergency or dangerous situation on the campus that poses a threat to the health or safety of students and employees on campus. In accordance with the Higher Education Act of 1965, the University has implemented a comprehensive communications system, primarily through RAVE Oiler Alert (text and email), to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community. UF may also use additional communication methods, including a public announcement system (where available), an outdoor mass notification system, University website notices, and building fire alarm systems. Members of the UF community are automatically signed up for immediate email notification through the UF Update email list. Additionally, all students are automatically signed up to receive immediate text notification through the Rave alert system if the student registered a mobile phone number during the enrollment process. We encourage employees to enroll in the RAVE Oiler Alert system. Employees can contact Campus Safety for directions on how to set up RAVE Oiler Alert. Others may check the University's Campus Alerts webpage (<https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>) for updates during an emergency on campus.

The University's Emergency Operations Team (EOT) is primarily responsible for confirming the presence of a significant emergency or dangerous situation on campus. Other University administrators, local first responder agencies, and/or the National Weather Service may assist EOT to confirm certain types of emergencies, such as a pandemic flu outbreak, as needed. UF's Office of Marketing & Communication, EOT, and/or Campus Safety has access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other action on the part of students, employees, and campus visitors. These offices and departments have the authority to determine which segments of the campus community will receive alerts, determine the content of the alert, and initiate the notification system.

In the event of a technology failure in the systems listed above, the University may use face-to-face communication. UF typically provides follow-up information to the campus community using the same

systems that were used to send the original alert. The information will also be updated on UF's Campus Alerts webpage.

If in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing emergency notifications. As soon as the condition that may compromise efforts is no longer present, the University will issue an emergency notification to the campus community.

Members of the larger community, such as parents, neighbors, etc., interested in receiving information about emergencies on campus may access UF's Campus Alerts webpage (<https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>) and via local and/or national news coverage.

## **Emergency Response and Evacuation Procedures**

The University of Findlay has developed a comprehensive Crisis Response Plan that is all-hazards based and covers the emergency response and evacuation procedures for the campus. Current students and employees can view the Emergency Procedures section of the University of Findlay's Crisis Response Plan in order to learn about the recommended procedures that will be generally followed during specific types of emergencies, and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene. This information is available at <https://www.findlay.edu/offices/student-affairs/safety-security/crisis-response>.

Students, faculty and staff will be immediately notified of a significant emergency or dangerous situation through a variety of emergency notification systems. The primary method by which the University will notify the campus community is through the RAVE Oiler Alert text messaging system. Students and employees are automatically enrolled in the system and will receive text messages in the event of an emergency. Other methods include Blue Light Phone speakers in outdoor locations, email, and public announcements through the office phone system.

These notification systems are activated by the Emergency Response Team that consists of the President, Vice Presidents of Student Affairs, Business Affairs, Academic Affairs, Enrollment Management & Marketing and University Advancement. The Associate Vice President for Safety & Wellness, the Chief of Police and Director of Security, Director of Facilities Services, and Director of Business Development, Compliance and Contracts also serve on the Emergency Response Team.

Initial activation of the notification systems begins with either the Associate Vice President for Safety & Wellness, or Chief of Police receiving information regarding an emergency on campus. If confirmation is needed, additional information will be gathered through Campus Safety or contacting the affected area of campus. Upon confirmation either the Associate Vice President or Chief of Police will send the notification to the campus community. These notifications are sent without delay, and with as much information necessary for students and employees to respond appropriately. Notifications are sent to the entire campus community.

The University will weigh the safety of the campus community to determine the content of notifications and will withhold information if, in the professional judgment of the responsible authorities, the release of information will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notification systems are tested biannually unless used to disseminate information regarding an emergency condition on campus during that quarter. Tests of emergency notification systems and evacuation procedures are announced in advance of the tests.



## **Emergency Notification System**

University of Findlay uses an emergency notification system (RAVE Oiler Alert) to keep its community members well-informed in the event of an emergency. Emergency notifications may be generated for many reasons, including University shutdowns due to inclement weather, security threats that may impact the health or well-being of community members or disruptions to standard University operations. It is vital to maintain current information so that notifications can be received in a timely manner. RAVE Oiler Alert can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by RAVE Oiler Alert are sent out to the University community via email accounts and text messages. University of Findlay performs a University-wide biannual test of the system which is recorded to a tracking document.

## **Procedures Used to Notify Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system, RAVE Oiler Alert, the University's email system, and verbal announcements within a building and over public address systems. The University will post updates during a critical incident on the homepage of the website. If the situation warrants, the University will establish a telephone call-in center to communicate with the campus community during an emergency situation.

## **Confirming Significant Emergency & Initiating the Notification System**

Campus Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Campus Safety dispatcher or upon discovery during patrol or other assignments. Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in Campus Safety or other authorized University office to issue an emergency notification.

Once a decision has been made that students and employees need to be notified of an emergency, the Office of Campus Safety and/or the UF Emergency Operations Team (EOT) will immediately initiate all or some portions of the University's emergency notification system. The type(s) of notification will be determined and one or all of the following systems will be initiated: RAVE Oiler Alerts, UF Update to students and employees, and website updates. The emergency notifications are intended to reach all members of the campus community.

## **Determining Contents of Emergency Notification**

The UF Emergency Operations Team (EOT), the Office of Campus Safety, and local first responder agencies (if present) will determine the contents of the notification and initiate the notification system(s). The University has developed template messages to address several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. If there is not an appropriate message

template, the individual authorizing the alert will develop a succinct message to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

### **Procedures for disseminating emergency info to greater community**

Emergency operations require the fullest possible communication. Full communication requires systematic, precise, and redundant communication channels, including public-address alert systems, diverse emergency information systems, phone tree information-sharing protocols, plans for administering announcements and updates, and public relations strategies. Communication with constituents takes different forms. The first information about a crisis goes out in brief messages conveyed automatically through emergency messaging systems. This first information includes only basic information and essential warnings and other references to safety measures. Subsequent updates might proceed through emergency messaging systems as well, but they might also evolve into longer explanatory messages transmitted by other means including emails or even public meetings. These forms of information might also be posted on the University website.

In the event that an emergency on campus could affect the larger surrounding community, a member of EOT is designated to be a liaison with local officials. The Office of Marketing & Communication has been identified as the liaison for news outlets.

### **Evacuation procedures**

If a fire alarm is sounding, all individuals are to immediately evacuate the building until cleared to re-enter by the Office of Campus Safety, Findlay Fire Department, or University officials. Please review the Annual Fire Safety Report within this document for further information about Fire Prevention and Safety. In other instances of emergency, emergency staff first on the scene will decide whether or not immediate evacuation is necessary. The emergency personnel should immediately specify the area to be evacuated. Emergency personnel should notify the Office of Campus Safety to request help if necessary.

Emergency personnel must conduct a door-to-door search of the building, telling all occupants to evacuate. If anyone refuses to evacuate, the emergency workers should continue with the evacuation and then, time permitting, return to the person, obtain their name, and advise them that disciplinary action will be taken should they continue to refuse to evacuate.

The evacuees should be moved to rally points, where emergency workers should take a census to establish that the evacuation is complete. After the census is complete, evacuees should be moved to temporary quarters. In all cases in which students are displaced or relocated, the Emergency Operations Team must receive immediate notification.

### **Shelter in place**

Some emergencies will require you to remain inside. “Shelter in place” means staying put and, if possible, choosing a small room with as few windows as possible for refuge. To shelter in place:

1. Stop classes, work, or business operations.
2. Remain inside the building and ask others to do the same (assign an individual to ensure other occupants know of the need to shelter in place).

3. If possible, relocate to a room on the safest floor, preferably interior to the building, with the fewest windows and vents, as far as possible from the location of the incident.
4. Call emergency contacts to let them know who is sheltering in place and that they are safe.
5. Close and lock all windows, exterior doors, and other openings to the outside.
6. Erect barricades or obstacles once in the room. If you are in a room with windows, stay away or out of view of the window.
7. Remain sheltered until directed otherwise by University officials.

## **Campus Restricted Access**

Response to a threat where exterior doors remain locked to limit access to and between buildings typically occurs when there is a threat to a specific area of, or in relative proximity to, campus. While the normal movement is permitted within buildings, campus events may be canceled and services may be limited until the situation is resolved. Community members with permission can access campus buildings; those without permission will need to make arrangements to gain access. In buildings without card access, a staff member will be designated to coordinate access and ensure that exterior doors remain secure. Campus Safety and/or EOT will closely monitor the situation and determine which events and/or services may be limited. A RAVE Oiler alert will be sent to the campus community with instructions.

## **Drills, Exercises and Training**

To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise a minimum of once annually. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises. The Emergency Operations Team documents the emergency management response and evacuation exercise along with the description of the exercise and the date and time of the exercise. If an exercise is targeted to a specific group of individuals or targeted to a larger group that may affect certain operations of the University, the emergency response exercise will be announced. There are no plans for unannounced emergency response or evacuation drills for the year 2023.

These emergency response exercises change from year to year and may include several departments from across the campus.

The first Monday of the month at 10:00am, the City of Findlay performs a test of the City of Findlay tornado sirens. This test is performed monthly during the calendar year. Coinciding with the testing of the tornado siren, the Office of Campus Safety tests the public announcement system, with the message delivered via the UF phone system and the Code Blue public announcement system. The Office of Campus Safety will annually publicize The University's emergency response and evacuation procedures by email to the campus community during Fire Safety Awareness Month in October.

## **Missing Student Notification Policy**

Any individual contacting the University of Findlay to report a missing student will be referred immediately to Campus Safety (located in Lovett Residence Hall) so an official report can be filled. Once the missing student report is filed with the Office of Campus Safety and Emergency Management, the matter will be immediately communicated to the Vice President for Student Affairs and the Chief of Police and Director of Security.

Students may identify a contact person or persons whom UF will notify within 24 hours of the determination the student is missing. Campus Safety will immediately initiate an investigation of the matter and will attempt to contact the missing student by utilizing the emergency contact information provided by the student. This information is collected from the student annually by the institution, is registered confidentially, will only be accessible to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If the student reported as missing is under the age of 18 and is not emancipated, the University must notify the custodial parent, guardian, or contact person designated in University records within 24 hours.

If attempts to contact/locate the missing student are unsuccessful, the Chief of Police and Director of Security, the Vice President for Student Affairs, and/or his/her designee will notify local law enforcement within 24 hours of the determination that the student is missing and the University will assist local law enforcement as requested until the matter is resolved.

## **University Policies Governing Alcohol and Other Drugs**

### **Alcoholic Beverages**

#### **General Guidelines:**

The possession, distribution, and/or consumption of alcoholic beverages are not permitted on any property owned or controlled by The University of Findlay or at functions sponsored by The University of Findlay off campus. The only time there shall be an exception to this policy is when the President, Vice President for Business Affairs, and Vice President for Student Affairs, at their sole discretion, determine that alcohol may be present at specific events/locations on or off campus and may be served to persons 21 and older with proper identification. In such cases, a special-event form granting permission for alcohol to be present and served must be completed and signed (electronic signatures are permissible) by the President, Vice President for Business Affairs, and Vice President for Student Affairs (or their designees) a minimum of two weeks before the date of the special-event. Solely the President shall govern alcohol use at the President's primary residence, unless alcoholic beverages are offered for sale at a resident event.

#### **Student Specific Guidelines:**

Any student, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus (this includes field trips, conferences, and any other events paid for with University funds) will be subject to judicial action that may include one or more of the following: a monetary fine, probation status, counseling, campus service, restitution, restriction in campus access, suspension, or dismissal. This also applies to the possession of empty alcohol containers, or "empties" used for any purpose, including decoration. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, students age 21 and older would be permitted to responsibly possess and consume alcohol.

Since alcohol is not permitted on University owned or controlled properties or at University sponsored events off campus, unless the University, at its sole discretion and as stipulated in the General Guidelines section, determines that alcohol may be present at a specific event on or off campus, all persons present where an alcohol violation occurs are subject to disciplinary action regardless of age. For example, in University townhouses, cottages, apartments, residence hall rooms, special-interest houses, group houses, and fraternity and sorority houses, all persons present can be held responsible for alcohol violations

occurring anywhere in the unit. In addition, any individual providing alcohol, or a location for alcohol to be consumed, to individuals under the age of 21 may be found responsible for providing/supplying alcohol to individuals under the legal drinking age; thus, resulting in additional sanctions.

### **Employee Specific Guidelines:**

Any employee, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus will be subject to personnel action by the Human Resource Office. That action may include one or more of the following: warning, probation status, counseling, restriction in campus access, suspension, or dismissal. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, employees age 21 and older would be permitted to responsibly possess and consume alcohol.

### **Student Organization Guidelines:**

Any recognized student organization of The University of Findlay that violates the alcohol policy is subject to the following:

- First Violation - Two years of disciplinary probation\* and loss of eligibility for Student Government Association funding for the organization during the probationary period.
- Second Violation (while on probation) - Extension of probation\* for one year, a \$1,000 fine for the organization, continued loss of eligibility for Student Government Association funding for the organization during the probationary period, and possible loss of University recognition as an organization.
- Third Violation - Automatic loss of recognition by The University of Findlay.

\*Probation terms for student groups will vary based on the type and severity of the violation, and The University reserves the right to assign probation terms as it sees appropriate.

Please note that employees accompanying/overseeing student groups on trips or overseeing on/off campus student events funded in any way by the University are required to ensure student compliance with the alcohol policy.

### **Illegal Drug Possession**

The University of Findlay recognizes that the manufacturing, sale, possession, or use of illegal substances is incompatible with city, state and federal law. The University of Findlay will not permit the unlawful possession, use, or distribution of any illegal substances or paraphernalia. Violators of this policy will be subject to University sanctions up to and including possible suspension and or expulsion from the University of Findlay.

The possession, distribution, cultivation or use by any student or employee, of any narcotic or hallucinogenic drugs in either the refined or crude form, except under the direction of a licensed physician and as permitted by federal law, is prohibited on University owned or controlled properties and at functions sponsored by the University of Findlay off campus. Non-Medical use of prescription medication is prohibited, including taking prescription medications not prescribed to the student, distributing personal prescription medication to others, whether for a fee or for free, using the

prescriptions in manners not intended by the prescribing physician (i.e., nasal ingestion), or misusing medication for a desired effect not intended by the prescribing physician.

## **Substance Abuse Education**

All faculty, staff and students are encouraged to seek help early in the discovery of a problem with alcohol and/or other drugs. The earlier assistance is obtained, the less likely there will be serious, negative consequences resulting from an alcohol or drug problem. Persons seeking assistance for a substance abuse problem will not be sanctioned by the University as a result of seeking such assistance.

The University of Findlay will assist individuals needing drug or alcohol counseling and/or treatment through Counseling Services (419-434-4526), Health Services (419-434-4550) and appropriate local agencies. A high-quality effort will be made to enhance the institution's capability for offering employees and students meaningful and helpful referral to treatment services when it becomes clear that neither campus prevention nor early intervention activities have met an individual's needs. Counseling Services can provide other campus and community resources.

Counseling Services provides outreach and education programming to students throughout the academic year on alcohol and drug abuse. Presentations are given to students through Residence Life programs that follow the Lifestyle Risk Reduction Model established by the Prevention Research Institute. These presentations provide information on high-risk behaviors, cognitive effects of drugs and alcohol and prevention models.

Additionally, Counseling Services provides training for policy violators that also follows the Lifestyle Risk Reduction Model. Passive education programs such as "Toilet Talk" and other methods of education are performed periodically to augment regularly scheduled efforts.

Residence Life Staff receive training from Counseling Services and the Student Affairs Staff on drug and alcohol abuse prevention, identification and services available. Additionally, Resident Assistants provide programming for each on-campus living area and typically focus on the topic of substance abuse education at least once throughout the academic year.

The U.S. Department of Education requires that every institution adopt and implement a drug prevention program policy that is then distributed to University employees and students. The philosophy and the specific guidelines of the University of Findlay's drug prevention program policy are shared in the text that follows. Please read these guidelines thoroughly.

## **Philosophy**

The primary objective of the University is to contribute to the growth of the student and to provide positive faculty and staff role models. We believe illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol is incompatible with the educational process and inconsistent with the basic purpose of any academic community. The University of Findlay provides programs, support, and resources to promote health-enhancing experiences. Additionally, University of Findlay seeks to encourage responsible bystander behavior and timely reporting.

Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), University of Findlay has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the university setting. The policies and programs aim to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

## **Standards of Conduct**

The University of Findlay recognizes that the manufacturing, sale, possession, or use of illegal substances is incompatible with federal law. The University of Findlay will not permit the unlawful possession, use, or distribution of any illegal substances or paraphernalia. Violators of this policy will be subject to University sanctions up to and including possible suspension from the University of Findlay.

The possession, distribution, cultivation or use by any student or employee, of any narcotic or hallucinogenic drugs in either the refined or crude form, except under the direction of a licensed physician and as permitted by federal law, is prohibited on University owned or controlled properties and at functions sponsored by the University of Findlay off campus. Non-Medical use of prescription medication is prohibited, including taking prescription medications not prescribed to the student, distributing personal prescription medication to others, whether for a fee or for free, using the prescriptions in manners not intended by the prescribing physician (i.e. nasal ingestion), or misusing medication for a desired effect not intended by the prescribing physician.

The possession, distribution, and/or consumption of alcoholic beverages are not permitted on any property owned or controlled by the University of Findlay or at functions sponsored by the University of Findlay off campus. The only time there shall be an exception to this policy is when the President, Vice President for Business Affairs, and Vice President for Student Affairs, at their sole discretion, determine that alcohol may be present at specific events/locations on or off campus. The UF Alcohol Policy and the UF Drug Policy permits the University to set more stringent regulations than those identified in local, state, and/or federal laws.

## **Legal Requirements**

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the Ohio Department of Commerce and U.S. Drug Enforcement Administration.

### **Underage Drinking**

Purchase, order, pay for, or share the cost of alcohol if you are under 21.

Possess alcohol if you are under 21.

Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.

Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.

Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or in other property that you own or occupy.

### **False Identification**

Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.

Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

### **Open Containers**

Have an open container of alcohol in your possession in any unlicensed public place.

Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.

Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.

### **Transportation**

Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.

Consume alcohol while in a motor vehicle.

Drive while under the influence of alcohol.

Be in physical control of a vehicle while drinking or under the influence of alcohol.

### **Disorderly Conduct**

Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

### **Alcohol Sales**

Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

### **Illicit Drugs**

Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.

Distribute any controlled substance, unless authorized to do so by law.

Knowingly obtain, possess, or use a controlled substance without a prescription.

### **Local Sanctions**

Local sanctions are consistent with Ohio state law as described in the section below.



## State of Ohio Alcohol and Drug Law Criminal Sanctions

A complete list of Ohio drug prohibitions is in Chapter 2925 of the Ohio Revised Code.

Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100.

False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.

False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first-degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.

Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.

Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to an person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.

Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.

Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.

Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth-degree felony can

include six to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first-degree felony can include imprisonment up to 10 years and a fine up to \$20,000.

Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth-degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first-degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000

## **Federal Drug Laws**

For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.

Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$5 million fine to imprisonment for life with a \$10 million fine for an individual, and from five years' imprisonment with a \$25 million fine to imprisonment for life with a \$50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years' imprisonment or at least a \$1,000, fine or both; to at most 20 years' imprisonment and a fine of at least a \$1,000.

## **Disclaimer**

This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.

If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

University policies and rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.

Violation of the laws referenced previously may also be a violation of university policies and rules and could result in university sanctions. It should also be noted that the university's expectations for appropriate behavior are higher than those under the law.

## **Description of Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

The illicit use of controlled substances and the abuse of alcohol and legal drugs can result in serious injury to the drug user and others and can result in severe damage to property. The abuse of drugs and

alcohol has been proven to impair the coordination, reaction time, emotional stability and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions. Serious injury or fatality of the drug abuser, other employees or our students could result from the actions (or lack thereof) of an employee or student under the influence of drugs or alcohol. In addition, the risk of many harmful health conditions associated with the use and abuse of alcohol and drugs are significant and include but are not limited to: depression, anxiety, neurological impairment, kidney failure, cirrhosis of the liver, bronchitis, respiratory and cardiac failure, and death.

For more information on the health risks associated with the use and abuse of alcohol and drugs visit: National Institute on Drug Abuse: <https://www.drugabuse.gov/drugs-abuse>

United States Drug Enforcement Administration: <https://www.dea.gov/factsheets>

### Drug or Alcohol Counseling and/or Treatment Availability

Through University counseling services, health services, and appropriate local agencies, The University of Findlay will assist individuals needing drug or alcohol counseling and/or treatment. A high quality effort will be made to enhance the institution’s capability for offering employees and students meaningful and helpful referral to treatment services when it becomes clear that neither campus prevention nor early intervention activities have met an individual’s needs. Counseling Services can provide other campus and community resources.

Campus Resources		
UF Counseling Services	307 Frazer Street	(419) 434-4526
UF Cosiano Health Center	120 W. Foulke Ave.	(419) 434-4550

Community Resources		
Family Resource Center	1918 North Main Street , Findlay, Ohio 45840	(419) 422-8616
Hancock County		<a href="#">Recovery Resource Guide</a>
Alcoholics Anonymous	<a href="#">Meeting locator</a> (NW Ohio)	
AA Help Line		1-888-683-9768
Narcotics Anonymous		1-800-587-4232
Narcotics Anonymous	<a href="#">Meeting Locator</a>	
Local Crisis Line (24/7)		1-888-936-7116
Crisis Text Line		Text “4hope” to 741-741

### University Disciplinary Sanctions

In order to assure that the University drug policy is implemented and at the same time protects the rights of the individual, the following procedures will be employed. When reports reach the appropriate vice president indicating possible drug abuse, the individual will be:

- Apprised of this information
- Reminded of the drug policy of the university

- Urged or required (depending on the discretion of the appropriate vice president) to seek professional help. If required, documented evidence must be submitted and placed in that individual's file.
- Informed of additional procedures that may need to be employed up to and including expulsion or termination of employment or student status and referral for prosecution.
- If necessary, an appropriate investigation and/or hearing will be conducted to pursue any alleged drug abuse on the part of an employee or student.

### **Drug Program Evaluation**

An advisory council will conduct a biennial review of the drug program to determine its effectiveness, to implement appropriate changes, and to ensure that its disciplinary sanctions are consistently enforced.

### **References**

U. S. Department of Education's Office of Safe and Drug Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, *Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators*, Washington, D.C. 2006.

### **Local**

Local sanctions are consistent with Ohio law as listed under State sanctions.

### **State**

Ohio Revised Code

Chapters:

2925 - Drug Offenses

3719 - Controlled Substances

4301 - Liquor Control Laws

### **Federal**

Drug Enforcement Administration

### **The Student Conduct Process**

The University of Findlay's student conduct process serves the purpose of examining reported violations of university policies, procedures, and regulations by individual students, student groups, or organizations. Its various elements are designed to address such infractions, establish the facts based on a standard of evidence preponderance, determine responsibility or non-responsibility in relation to the reported violations, and decide on appropriate sanctions. The administration of the student conduct process falls under the purview and responsibility of the Vice President for Student Affairs or their designated representative. The members of the Division of Student Affairs and the Conduct and Discipline Committee aim to deliver a conduct process and disciplinary function that educates students about their entitlements, obligations, and responsibility as members of the university community. This process encourages students and

their respective groups to acknowledge their commitments to themselves, their peers, the university, and society at large. Hence, the objective of the conduct process is to foster an understanding among students of the positive and negative consequences of their conduct and how it can impact others. Through established protocols, the student conduct process endeavors to safeguard student rights in cases of reported violations of university policies, procedures, and regulations. Similarly, a student may be held to the standards of other organizations they are affiliated with (e.g., student-athlete code of conduct, student organization standards, etc.).

The university may impose interim suspension on students prior to addressing alleged policy violations in instances where their actions are perceived as endangering or potentially harmful to the well-being or property of members of the university community, or to the property or orderly functioning of the university. An individual or group may be required to modify or cease their behavior and activities before the formal consideration of alleged policy violations when these behaviors and activities are viewed as endangering or potentially harmful to the well-being or property of members of the university community, or to the property or orderly functioning of the university. Even if an individual chooses to withdraw from the university voluntarily, they may still be subject to the conduct process. The university may postpone the awarding of a duly earned diploma until the conclusion of the student conduct process, including the fulfillment of any imposed sanctions. University disciplinary proceedings may be initiated against a student accused of conduct that may potentially breach both criminal law and the student code of conduct (if both potential violations stem from the same set of facts), regardless of ongoing civil or criminal proceedings in a court of law, or criminal arrest and prosecution. Proceedings under this process may occur before, concurrently with, or following civil or criminal proceedings off-campus at the discretion of the Vice President for Student Affairs or their designated representative. Decisions or sanctions issued under the university's Student Code of Conduct will not be subject to alteration due to pending or resolved civil or criminal charges arising from the same set of facts. The only appealable outcomes from a Student Code of Conduct decision are suspension or expulsion from the institution. All other decisions will stand as rendered, unless additional information is presented, or the parties involved can demonstrate discriminatory or unjust treatment.

### **Annual Disclosure of Crime Statistics**

Choosing an Institution of Higher Education (IHE) is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This Act required all colleges and universities participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000 and 2013. The 1998 amendments renamed the Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

Commonly known as “The Clery Act”, the legislation requires IHE’s to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The Clery Act also requires IHE’s to collect statistics on crimes that occur on campus and to report the statistics to the campus community, prospective students and their families and the Department of Education. The primary goal of The Clery Act is to provide students and their families with accurate, complete and timely information on campus safety so they can

make an informed comparison of their higher education options. The University of Findlay's policies relating to The Clery Act and the institution's crime statistics are found in this document and on the University of Findlay's Safety and Security web page.

More information on The Clery Act is available on the Clery Center's website at [www.clerycenter.org](http://www.clerycenter.org).

The Clery Act was amended again in 2013 to address growing concerns regarding sexual assault, domestic violence, dating violence and stalking incidents on campuses nationwide. This amendment occurred through the reauthorization of the Violence Against Women Act (VAWA), and more specifically under VAWA's Campus Sexual Violence Act (or "Campus SaVE Act") provision, Section 304. This amendment requires expanded crime reporting obligations and the implementation of specific policies, procedures, and training related to sexual violence and intimate partner violence.

## **Definitions of Clery Act Locations**

**On-Campus:** All property, including on-campus housing facilities, owned or controlled by an institution within the same reasonably contiguous geographical area used by the institution in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, and is used by students and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing:** Property owned or controlled by the institution used to provide housing for the institution's students.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution's educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution. Note:

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for the public property that surrounds non-campus buildings or property.

### Definitions of Reportable Crimes

**Criminal Homicide:** Criminal Homicide offenses are separated into two categories: Murder/Non-negligent Manslaughter and Manslaughter by Negligence.

**Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Manslaughter by Negligence: the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. It includes rape, fondling, incest, and statutory rape.

**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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**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.

## Categories of Hate Crimes

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Race:** A pre-formed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender:** A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Ethnicity:** A pre-formed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National origin:** A pre-formed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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

**Sexual Orientation:** A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

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

In addition to the above-listed Reportable Crimes, if a Hate Crime occurs the following are also counted under the statistics if classified as such.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

**Destruction/Damage/Vandalism or Property (except Arson):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of the stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report. Campus Safety officers are not sworn or commissioned.

### **Classifying Crime Statistics**

The statistics on the following pages are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the Clery Act.

The number of victims involved in a particular incident is indicated for the following crime classifications: murder/ non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape), and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics.

The number of incidents involving a particular offense is indicated for the following crime categories (including one offense per distinct operation): robbery, burglary, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving Weapons, Drug Abuse, or Liquor Law Violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the “Judicial Referrals” section for Weapons, Drug Abuse, and Liquor Law Violations indicate the number of people who were referred to the Student Conduct Review Board for violating those specific laws.

Statistics for hate crimes are counted in each specific Clery-reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of bias-motivated larceny, simple assault, intimidation, and destruction/ damage/vandalism of property; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.



## 2022 Federal Clery Report

\*On Campus: Student Housing and On Campus: Other numbers are included in the Total On-Campus category.

Offense	Year	On-Campus: Student Housing	On-Campus: Other	Total On-Campus	Non-Campus	Public Property	Unfounded
Murder / Non - Negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	1	0
Burglary	2022	0	0	0	1	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Weapons Arrest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Drug Arrest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Alcohol Arrest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Weapons Referral	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2022	4	0	4	0	0	0

Drug Referral	2021	5	0	5	0	0	0
	2020	1	0	1	0	0	0
Alcohol Referral	2022	37	0	37	0	0	0
	2021	23	2	25	0	0	0
	2020	31	0	31	0	0	0

Offense	Year	On-Campus: Student Housing	On-Campus: Other	Total On-Campus	Non-Campus	Public Property	Unfounded
Stalking	2022	0	5	5	0	0	0
	2021	1	3	4	0	1	0
	2020	2	5	7	0	0	0
Dating Violence	2022	0	0	0	0	0	0
	2021	3	1	4	0	0	0
	2020	1	0	1	0	0	0
Domestic Violence	2022	1	0	1	0	0	0
	2021	2	0	2	0	0	0
	2020	0	0	0	0	0	0
Rape	2022	2	0	2	0	0	0
	2021	2	1	3	0	0	0
	2020	2	0	2	0	0	0
Fondling	2022	0	3	3	0	0	0
	2021	1	0	1	0	0	0
	2020	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

## Hate Crimes Report

Year	Hate Crime Violation	Hate Crime Basis	On-Campus: Student Housing	On-Campus: Other	Total On-Campus	Non-Campus	Public Property	Unfounded
2022	n/a	n/a	0	0	0	0	0	0
2021	n/a	n/a	0	0	0	0	0	0
2020	n/a	n/a	0	0	0	0	0	0

## Clery Act Compliance – Violence Against Women Act (VAWA) Daily Crime Log

The Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), imposes certain requirements on the University’s response to Sexual Assault, Dating Violence, Domestic Violence, and Stalking. Post-secondary institutions that receive federal funding are required to report crime statistics in their daily crime log, Annual Security Report, and to the U.S. Department of Education. Key response and procedural protections under the Clery Act include issuing a timely warning when there is a serious or ongoing threat, instituting protective measures (referred to as supportive measures, and which may include mutual no contact orders), using trained and impartial investigators and decision-makers, reaffirming the right of individuals to decide whether to report or seek assistance from law enforcement and/or campus authorities, allowing individuals to be accompanied by an advisor of their choice during the process, allowing timely and equal access to any information used in a disciplinary proceeding, and providing written notice of the outcome and rationale.

UF prohibits dating violence, domestic violence, sexual assault and stalking as defined under the Clery act and enforces a [Title IX Policy Regarding Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct](#) (found at this link), which sets forth the definitions of dating violence, domestic violence, sexual assault, and stalking as defined for the purposes of the Clery Act. The Policy includes the procedures UF will follow in case of alleged dating violence, domestic violence, sexual assault, or stalking, including: information about how UF will protect the confidentiality of victims and other necessary parties; notification regarding supportive measures and services; the steps, anticipated timelines and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances; the standard of evidence; possible sanctions; and range of protective measures. The underlying proceeding will: include a prompt, fair, and impartial process; be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability; provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice; and will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. The proceeding will provide simultaneous notification, in writing, to both the accuser and the accused of the result of the

disciplinary proceeding, the procedures for appeal, any change in the result, and when the results become final.

When a student or employee reports to UF that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, UF will provide the student or employee a written explanation of the student's or employee's rights and options.

### **Ohio Legal Definitions Relative to the Clery Act and the Violence Against Women Act (VAWA)**

Any criminal investigation conducted by local law enforcement agencies with responsibility for investigating an alleged offense of sexual assault, dating violence, domestic violence, and stalking laws will operate in accordance with criminal elements as defined by the Ohio Revised Code. The Ohio Revised Code (ORC) does not explicitly define “consent” or “sexual assault;” however, Chapter 2907 of the ORC defines “sex offenses” in Ohio criminal law. Ohio law does not define “dating violence,” but Chapter 2901 of the ORC outlines 36 “offenses of violence” in Ohio criminal law. Chapter 2919.25 of the ORC outlines the elements of a domestic violence offense as follows:

- (A) No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- (B) No person shall recklessly cause serious physical harm to a family or household member.
- (C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

Ohio Revised Code 2903.211 outlines the elements of “menacing by stalking” as follows:

(A) (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person’s belief that the offender will cause physical harm to the other person or the other person’s family or household member or mental distress to the other person or the other person’s family or household member, the other person’s belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with the purpose to do either of the following:

- (a) Violate division (A)(1) of this section:
- (b) Urge or incite another to commit a violation of division (A)(1) of this section. (3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section

## Preserving Evidence

If an incident of Prohibited Conduct occurs, it is important to preserve evidence so that if the individual later chooses to file a Title IX complaint, to pursue criminal charges, or both, the evidence is able to be used for purposes of the investigation.

### 1. Sexual Assault Forensic Exams (SAFE)

Individuals who have experienced sexual assault may choose to seek a medical evaluation by a forensic nurse examiner to collect and preserve evidence. A forensic nurse examiner (FNE) or a Sexual assault nurse examiner (SANE) are specially trained professionals who will provide medical care, document the details of the assault, and collect evidence. The nurse can provide prophylactic treatment for sexually transmitted infections and pregnancy prevention. HIV prophylaxis screening and medication will also be discussed and provided. The individual can have a friend, family member, or crisis counselor present during all or parts of the examination. A community advocate may also be present to assist the individual during or after medical care is complete.

Evidence collection may occur up to 96 hours after the assault and occurs only with the consent of the victim. The evaluation includes immediate care of any injuries, a medical history, a head to toe examination, evidence collection, forensic photography, and treatment. The individual may opt out of any part of this evaluation at their own discretion. These evaluations can be obtained through Blanchard Valley Health System, and they are free regardless of whether the individual chooses to pursue criminal charges. More information can be found on their website at: [www.bvhealthsystem.org/services/emergency/sexual-assault-services](http://www.bvhealthsystem.org/services/emergency/sexual-assault-services)

If possible, to prepare for such an evaluation, the individual should not shower, change clothes, bathe, douche, or brush their teeth until the evidence has been collected. Clothing worn during the assault may be collected as evidence; undergarments will be collected as part of the forensic medical examination. New undergarments and clothing are available to victims at on-campus and off-campus service providers free of charge.

It is highly recommended that individuals have a follow-up visit with a healthcare provider within two weeks of the assault. At this visit, the individual will receive follow-up testing, receive treatment if needed, and discuss the recovery process. Additional visits, if necessary, may be recommended by the healthcare provider.

### 2. Other Evidence Collection

Other physical evidence, such as bedsheets or condom wrappers, may also be important to preserve in case the individual wishes to pursue an investigation. The Title IX Coordinator can facilitate the collection of this evidence through Campus Safety.

Individuals are encouraged to preserve all potentially relevant text messages, emails, voicemails, photographs, videos, social media posts, private messages, letters, and other

forms of communication. Assistance with preserving this information can be obtained through the Title IX Coordinator, Campus Safety, or Information Technology Services.

## **Prevention and Awareness Programs**

At the University of Findlay, we believe that education about topics related to Title IX can empower our community to change the campus culture. Our staff programming board for the Oilers Changing Campus Culture (OC3) carries out a robust schedule of programs and events that are grounded in theory, data from our bi-annual campus climate survey, and the resources available across campus. We focus on four key content areas mentioned below. [Click here](#) to view a schedule of our prevention & education programming for the academic year.

### **Intimate Partner Violence**

Healthy relationships and healthy sexuality are expressed through mutual support, respect, empathy, honesty, equality, shared responsibility, and non-threatening behavior

- One Love
  - An escalation workshop that focuses on the warning signs of being involved in an abusive relationship
- Put a Nail In It
  - Campus community members are encouraged to paint one fingernail purple, bringing awareness to the topic of domestic violence.
- Yards for Yeardeley
  - In December 2014 three young women on the Boston College and University of Virginia Lacrosse Teams started Yards for Yeardeley. Participants can run, bike, walk or swim in order to bring awareness to relationship abuse in a method that builds community and solidarity.

### **Sexual Violence Prevention**

Sexual violence is a serious problem that can have lasting, harmful effects on victims and their family, friends, and communities. The goal of sexual violence prevention is simple—to prevent it from happening in the first place.

- Teaching Skills to Prevent Sexual Violence
  - Our online compliance tool, Safe Colleges, reaches the entirety of our undergraduate population and focuses on bystander intervention, sexual violence, relationship violence, and alcohol
  - Each semester, OC3 presents at student orientation, through Residence Life, as well as to faculty/staff in all six colleges. All of our presentations incorporate some element of interactive learning that encourages active participation.
- Promote social norms that protect against violence
- Support Victim/Survivors

- Our Title IX coordinator, deputies, investigators, and campus resources all seek to support victim/survivors in a manner that is empathetic, supportive, and trauma-informed.

### Sexual Exploitation Prevention

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

- Through a variety of dialogues on campus, participants are able to:
  - Articulate common societal stereotypes and assumptions made about the victims and perpetrators of sexual exploitation and how to overcome them
  - Recognize and describe indicators of sexual exploitation
  - Identify what to do if they are concerned that a person is at risk of sexual exploitation

Sexuality covers a wide spectrum of complex behaviors, ideas, feelings and values that vary among cultures and individual identities. Concerns related to race, ethnicity, sexual identity, disability, or citizenship status can cause confusion, isolation, misunderstanding, or fear of further conflict.

- Conversation
  - We hold a variety of dialogues each semester focusing on topics like: Halloween in a culture of consent, safe spring breaks, and queer identity in the Me Too movement
- Solution Building
  - Centering our students' identities and experiences, we focus on building an equitable campus community together
  - In our response efforts, OC3 recognizes that victim-survivors' identities, personal histories and cultural values about assertiveness, aggression and sexual violence affect their recovery.

Keeping in mind the four key content areas above, the OC3 Prevention & Education team has developed and implemented the four-year training program shown below. We encourage the UF community to take part in these trainings offered throughout the academic year. Each spring, the four-year model is supplemented with online training through Vector Solutions.

### **Tips to Reduce Violence, Sexual Assault and Harassment**

Risk reduction strategies are designed to decrease sexual assault and harassment, empower victims and active bystanders, promote safety and help individuals and communities address conditions where there is the potential for violence or for the escalation of violence. While recognizing that only abusers are responsible for their abuse, the following are some strategies to

reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, [www.rainn.org](http://www.rainn.org)):

- Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus safety, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus safety number (emergency: 419-434-4799; non-emergency: 419-434-4601) into your cell phone for easy access.
- Stay alert. When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus safety for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- Be careful about posting your location. Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- Make others earn your trust. A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- Think about Plan B. Spend some time thinking about backup plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- Be secure. Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell campus safety or a trusted authority figure.

### Social Settings

- Make a plan. If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- Protect your drink. Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
- Know your limits. Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or drunker than you should, you may have been drugged. Leave the party or situation and find help immediately.
- It's okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a



situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

- Be a good friend. Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings.

## **Bystander intervention**

Bystander intervention promotes intervention or interruption of a situation that could violate someone's autonomy or safety. Bystander intervention techniques may include speaking up if an individual hears someone harassing another person, interrupting something they think might be harmful or calling 911 when they see someone in immediate danger. Because every situation has unique circumstances, similar situations may require different methods of intervention.

## **Notice of Non-Discrimination, Anti-Harassment, and Hostile Campus Environment Policy**

The University of Findlay strives for an environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, race, ethnicity, national origin, color, religion, sex, gender identity, handicap, sexual orientation, genetic information, veteran or military status and physical or mental disabilities. Harassment of any kind, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

As required by state and federal law, the University does not engage in discrimination in its programs, activities and policies against students, prospective students, employees or prospective employees. The University prohibits and will not tolerate any such discrimination or harassment at its facilities, programs and activities. Inquiries about sex discrimination, sexual harassment and other questions about the application of Title IX and its implementing regulations may be referred to the Civil Rights/Title IX Coordinator, the U.S. Department of Education's Office of Civil Rights' Assistant Secretary, or both.

The University's Non-Discrimination Policy can be found here:

<https://www.findlay.edu/offices/student-affairs/title-ix/non-discrimination>

The following individuals have been designated to handle inquiries regarding the University's Non-Discrimination Policy:

Charles Ludwig  
Civil Rights/Title IX Coordinator  
Director for Equity and Title IX  
(419) 434-4038

[charles.ludwig@findlay.edu](mailto:charles.ludwig@findlay.edu)

Office Location: Old Main Office #45, University of Findlay, 1000 N. Main Street, Findlay, OH 45840

Deputy Civil Rights/Title IX Coordinator  
Prevention & Education  
(419) 434-5671

[jasmine.ridler@findlay.edu](mailto:jasmine.ridler@findlay.edu)

Office Location: Old Main Office #48, University of Findlay, 1000 N. Main Street, Findlay, OH 45840

University of Findlay Harassment Hotline  
(419) 434-6777

U.S. Department of Education's Office for Civil Rights  
1-800-421-3481  
[ocr@ed.gov](mailto:ocr@ed.gov)

Inquiries regarding non-discrimination in employment may be directed to:

U.S. Equal Employment Opportunity Commission  
800-669-4000

Ohio Civil Rights Commission  
888-278-7101

### **Reporting Prohibited Conduct**

Title IX prohibits the University from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. The University has adopted a policy that provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and explains the process that the University will use for doing so. A copy of this policy is available on the University's website at: <https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>.

The Title IX Coordinator has been designated and authorized to coordinate the University's efforts to address concerns relating to discrimination and harassment on the basis of sex, gender, gender identity, and sexual orientation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator as follows:

Charles Ludwig  
Civil Rights/Title IX Coordinator  
Director for Equity & Title IX  
Old Main Office #45  
1000 N. Main Street  
Findlay, Ohio 45840  
Telephone: (419) 434-4038  
Email: [charles.ludwig@findlay.edu](mailto:charles.ludwig@findlay.edu)

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing [ocr@ed.gov](mailto:ocr@ed.gov).

## **Privacy and Confidentiality**

The University recognizes that Prohibited Conduct is a sensitive subject for all individuals involved in the underlying incident(s) as well as the process to resolve such incidents. The University is committed to maintaining the privacy of the parties involved to the fullest extent possible, and information regarding Prohibited Conduct is maintained in a secure manner and is only shared with individuals who have a need to know. Student education records are protected in compliance with the Family Educational Rights and Privacy Act (FERPA). Medical records are protected by similar state and federal laws. Access to employee personnel records is restricted in accordance with University policies and state and federal law. Additional considerations are outlined in the [University of Findlay's Title IX Policy Regarding Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct \(Title IX Policy\)](#).

## **Annual Fire Safety Report**

Fire prevention at the University of Findlay is led by the Office of Campus Safety and Emergency Management (Campus Safety). Other partners include the University of Findlay's Offices of Student Affairs, and Facilities Services (Physical Plant) as well as the City of Findlay Fire Department.

This report provides information and data pertaining to fire safety at the University of Findlay. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Clery Act. Information in this report, aim to provide the information and data required by Federal law, as well as the situational awareness required to further develop and enhance the culture of safety and preparedness on the University's campus.

Each year, an email notification is sent to all students, faculty and staff that provides the website address to access this report. Copies of the Annual Fire Safety Report may be printed in PDF format from the University of Findlay's Office of Campus Safety and Emergency Management website (<https://www.findlay.edu/offices/student-affairs/safety-security/fire-safety-report>) or be requested from the following offices:

- Office of Campus Safety and Emergency Management, Lovett Hall, 419-434-4799;
- Safety & Wellness, Old Main 104, 419-434-4733;
- Student Affairs, Old Main 104, 419-434-4570.

## **Definitions**

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

**On-Campus Student Housing:** A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

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

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

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

**Fire-related death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire or (2) dies within one year of injuries sustained as a result of a fire.

**Fire-safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

### **Fire Incident Reporting**

Active fires should be reported to the Findlay Fire Department immediately by contacting 911. Only employees who have been trained in the use of fire extinguishers should attempt to extinguish incipient (small) fires by using this equipment. All others must contact the Fire Department.

To report that a fire has occurred on campus (non-emergency) and has been extinguished so that it may be included in the Fire Log, please contact the Campus Safety at 419-434-4799.

When reporting an extinguished fire, provide as much information as possible including: location, date, time, cause of fire, how the fire was extinguished, and who extinguished the fire.

### **Fire Prevention and Education**

The University of Findlay takes an active role in fire prevention. This is accomplished in many ways and requires the collaborative efforts of individuals and departments across the campus community along with partnering agencies such as the Findlay Fire Department.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best opportunity to ensure the campus community is adequately protected in the event of a fire and that any mitigation actions that can be taken to prevent fires have been performed. Building inspections allow the University to monitor and maintain its buildings for compliance with the Ohio Fire Code, local ordinances, and University policies.

All University buildings and facilities are inspected annually by the Findlay Fire Department Fire Inspector. A report is generated by the Inspector and submitted to the Campus Safety and Physical Plant Offices. Compliance issues raised by the report and/or recommendations for mitigation actions are reviewed by both offices and addressed in a timely manner.

Fire safety education is required for staff and students of Residence Life, Campus Safety, and Maintenance. Education is provided annually and is job specific. Physical Plant and Campus Safety personnel are instructed in the causes and types of fires, and fire extinguisher use.

Residence Life Staff including Resident Directors and Resident Assistants are instructed in University Fire policies, fire prevention, fire causes and types, and fire extinguisher use.

Additionally, Resident Directors and Resident Assistants participate in a residence hall evacuation exercise. The University places the RDs and RAs in rooms in a residence hall and fill the hallways with smoke using smoke machines. The participants are then required to exit the building in a safe manner.

Residence Life staff provide programming throughout the year to residents on fire prevention and safety.

### **Fire Safety Systems and Drills**

Fire safety systems and drills work together to promote the safety and wellbeing of students, faculty, staff, and visitors. Fire safety systems provide detection capabilities, fire suppression and the opportunity to evacuate a building early in the onset of a fire.

The University of Findlay has a mixture of residence halls, cottages, townhouses, apartments, and homes that are all used for student housing. All residence halls and the UF Cottages are equipped with central alarm monitoring capabilities that immediately alert the Findlay Fire Department in the event of a fire. Smoke detectors and fire extinguishers are found in all student housing on campus and the Haven and Cottages also have fire safety systems (sprinklers) in place.

The University holds two fire drills per academic year for each student residence on-campus.

## **Tobacco-Free Campus Policy**

### **Mission**

The 100% Tobacco-Free Campus Policy is part of the university's commitment to creating a healthy campus for all members of the University of Findlay community. The policy is designed to be positive and supportive of health and well-being for all.

### **Policy Definitions**

a. Tobacco product: Any product containing, made, or derived from tobacco or nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. (Tobacco product also means electronic cigarettes and any component or accessory used in the consumption of such a device, such as filter, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.)

b. Smoking: Inhaling, or exhaling smoke, aerosol or vapor from any lighted or heated cigar, cigarette, pipe, or any other product, whether natural or synthetic, made of tobacco, nicotine, tobacco, marijuana, or another plant, that is intended for inhalation. Smoking includes being in possession of a lighted or heated cigar, cigarette, pipe or any other tobacco product intended for inhalation, or an electronic cigarette that is turned on or otherwise activated.

c. Electronic cigarette (e-cigarette): Any product that can be used by a person to deliver nicotine, or any other substance, through the inhalation of aerosol or vapor from the product. The term includes, but is not

limited to, devices manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

d. Litter: garbage, trash, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, glass, cigarette remnants, chew, or anything else of an unsightly or unsanitary nature.

e. Facilities: all buildings owned and/or controlled by the University of Findlay and including shelters, gazebos, indoor and outdoor athletic facilities, indoor and outdoor theatres, walkways, sidewalks owned and maintained by the University of Findlay, University housing, and parking lots.

## **Policy Statement**

Smoking and the use of tobacco products, tobacco-related devices, and e-cigarettes are prohibited in all facilities owned or leased by the University of Findlay and on the grounds of any property owned or leased by the University. Use of tobacco is also prohibited in any vehicle or equipment owned, leased or operated by the University of Findlay.

## **Policy Applications**

All persons on University of Findlay property must comply with this 100% Tobacco-Free Campus Policy. Impacted individuals include: all employees, students, vendors, contractors and guests of the University of Findlay. Persons observing a violation of this policy should, if feasible, and in a respectful and polite manner, inform the violator about the 100% Tobacco-Free Campus Policy by directing their attention to the appropriate signage. Continued or repeated non-compliance with the policy should not be handled by individuals but should instead be reported to campus authority including, when appropriate, the office of campus security.

Signage indicating the University of Findlay is a tobacco-free environment will be posted throughout University property at building entrances and other appropriate locations.

The University of Findlay Tobacco-Free policy will be included in organizational guidelines and student/faculty handbooks and related materials.

Effective Date: This policy will take effect on August 1, 2018.

## **Violations (Visitors)**

If visitors (vendors, contractors, and guests) fail to comply with the 100% Tobacco-Free Campus Policy upon request, they will be asked to leave the campus.

## **Violations (Employees)**

University of Findlay Employees in violation of the 100% Tobacco-Free Campus Policy University policy will be sanctioned according to the University policies and procedures that pertain to employees.

## **Violations (Students)**

Students in violation of the 100% Tobacco-Free Campus Policy will be sanctioned according to University policies and procedures that pertain to students.

## **Tobacco Cessation Education and Resources**

Student and UF Employees: The Cosiano Health Center offers a variety of resources to help students quit tobacco use. Free one-on-one consultations are available for students to receive information on cessation aids and/or medications. University of Findlay Counseling services can assist with behavioral modifications and relapse. For more information, go to the University of Findlay website [www.findlay.edu](http://www.findlay.edu) (Health Services) or call the Cosiano Health Center (419)434-4550.

The Fresh Start Program from the American Cancer Society is a group-based cessation program offered on the University of Findlay campus. The program is comprised of four one-hour sessions, led by a certified facilitator.

Blanchard Valley Hospital also offers many different resources to help encourage cessation. For more information, visit the hospital website ([www.bvhealthsystem.org](http://www.bvhealthsystem.org)) or call (419)425-5676.

UF Employees: The UMR (University of Findlay's third-party insurance administrator) offers resources to employees who enroll in the university's health insurance plan. Information can be found on their website: <https://member.umar.com>.

## **Property Included**

University of Findlay property as defined in the following boundary maps, including any property owned, operated, and controlled by the university.

- Main Campus/Armstrong Sports Complex
- Western Farm
- English Farm
- All Hazards Training Center
- Rieck Center

## **Student Housing Fire Policies**

### **Prohibited Electrical Appliances and Devices**

Due to potential fire hazards, maintenance issues, and cleanliness concerns, the University of Findlay reserves the right to prohibit any appliance that constitutes a potential risk. As a fire safety precaution, all small appliances (e.g., coffee makers, curling irons, hair dryers...) must have an auto shutoff feature and be connected to UL-approved power strips to stop the flow of electricity when overloaded.

On-campus residents living in University owned housing are permitted to have small refrigerators (6.0 cubic feet maximum) and small microwave ovens (under 800 watts), and coffee-makers with an auto-shut off feature. All other kitchen appliances (e.g., toasters, George Foreman grills, crock pots, induction plates...) are not permitted outside of designated kitchens in house/apartment style housing. More information on permitted appliances is available through the housing webpage or the Office of Student Affairs.

Space heaters, air conditioner units, and other household appliances are not permitted for use on campus unless provided by the University. Individuals needing such an appliance for a medical accommodation should contact the Office of Accommodations and Inclusion for guidance.

Candles and Incense – The burning of candles, incense, potpourri burners, lanterns or any other type of open flame is strictly prohibited. This also applies to the possession or evidence of use of these items. Candle warmers are permitted in open areas of a room, away from flammable items.

Cooking – Only microwaves or other non-open flame/heating element appliances may be used to cook within student rooms.

Extension Cords – UL-approved power strips with a built-in 15-amp overload protection may be used. All other extension cords and outlet extenders are not permitted. The use of power strips in series (one connected to another) is also prohibited.

Fire Safety and Prevention - All University faculty, staff, students and guests are expected to adhere to all fire-safety procedures. This includes the vacation of any building during a fire-drill. University fire safety procedures will be explained to every University resident at the beginning of the academic year.

The tampering or removal of any fire safety equipment (e.g., smoke detectors, sprinkler systems, extinguishers...) is not permitted. Blocking or impeding exits or entrances to any University owned property is not permissible at any time.

The intentional lighting of a fire in any capacity is prohibited without express written permission from the Facilities Office and/or the Physical Plant. All approved fires must be kept within the established guidelines, and contained within a University approved location.

Fireworks & Flammable Materials – The storage or use of fireworks or flammable materials (e.g., gasoline, kerosene, lighter fluid, propane, pressurized tanks, charcoal) in/on University owned or controlled property, including inside a personal vehicle. University maintained grill locations may have charcoal and lighter fluid for grilling purposes only.

Lighting – All halogen light fixtures, lava lamps and grow lamps are not permitted in University housing. Portable incandescent and fluorescent lights are permitted.

Prohibited and Restricted Items - For health, safety, legal, and insurance liability reasons, the following items are strictly prohibited from all University property and University events. This list is not exhaustive. Additional restrictions may also apply.

- Water-filled structure or furniture (e.g., waterbeds, pools, hot tubs...)
- Any appliances exceeding 800 Watts
- Non-University owned space heating units
- Non-University owned air conditioning units
- Power tools (e.g., saws, sanders, drills...)
- Darts and dart boards
- Weightlifting apparatus (e.g., exercise machines, free weights over 25lbs., pull-up bars...)
- Fog/smoke machines
- Gas appliances

## **Fire Evacuation Procedures**

All students and employees should use the following guidelines in case of a fire in any University building:



All employees, especially those in certain occupations (e.g., laboratory, facilities management, food service, residential life, etc...), should learn to use a fire extinguisher. Call the Office of Campus Safety and Emergency Management to set up a fire extinguisher training program. See the [Evacuation/Shelter in Place](#) procedures for more information on how to exit a building.

If you discover a fire inside a building:

1. Activate the fire alarm system.
2. Immediately exit the building, closing doors behind you. **DO NOT USE ELEVATORS.**
3. Call 911, give the exact location of the fire and your location.
4. Call Office of Campus Safety and Emergency Management at 419-434-4799

Once fire alarm is activated:

1. Walk (**DO NOT RUN**) to the nearest exit.
2. Assist persons with special needs.
3. Feel doorknobs or doors with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door.
4. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
5. Close doors behind you.
6. Notify fire personnel if you suspect someone is trapped inside the building.
7. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to by Campus Safety or the Findlay Fire Department.

If you are trapped in a room:

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke could be drawn into the room).

If you are caught in smoke:

1. Drop to your hands and knees and crawl toward the nearest exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

If you discover a fire outside a building:

1. Call 911, give the exact location of the fire and your location.
2. Do **NOT** activate the building fire alarm system.
3. Call Office of Campus Safety and Emergency Management at 419-434-4799.

Using a fire extinguisher:

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires. Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

The Chief of Police and Director of Campus Safety will assess the situation and notify the Emergency Operations Team members if appropriate. The Office of Campus Safety and Emergency Management has the primary responsibility for managing fire emergencies with the Findlay Fire Department. Unauthorized re-entry into a building during a fire emergency is not permitted.

Violators of this policy are subject to University and state fire code sanctions.

### **Future Improvements in Fire Safety**

The University of Findlay strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at the University will continue to focus on sustaining fire prevention activities and assessment and adoption of new fire safety practices and education opportunities. .

Feedback and comments on current or future fire prevention activities is welcomed and encouraged by the Offices of Student Affairs and Campus Safety. Anyone with feedback on current programs or activities or new ideas for fire prevention programs should contact the Office of Campus Safety and Emergency Management at 419-434-4799.

## Fire Statistics 2022

Facility	Address	Year	Fires	Injuries	Deaths
Bare Hall	1133 North Cory	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Buford Exchange 1	238 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Buford Exchange 2	246 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Cottages 1 to 21	427 College	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Co-Ed Honors House	1214 Cory	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Deming Hall	225 Frazer	2022	0	0	0
		2021	0	0	0
		2020	<b>1</b>	0	0
Derricks Square 1	806 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 2	808 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 3	810 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 4	812 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 5	814 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 6	816 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0

Derricks Square 7	809 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Derricks Square 8	811 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Fox Hall	206 College	2022	0	0	0
		2021	1	0	0
		2020	0	0	0
Fulbright House	428 College	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Greek House 1	300 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Greek House 2	314 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Greek House 4	336 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 3	443 College	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 10	312 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 11	320 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 12	326 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 13	328 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 14	332 Defiance	2022	0	0	0
		2021	0	0	0

		2020	0	0	0
Group House 15	138 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 16	201 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 17	203 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 18	205 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 19	215 Foulke	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 20	261 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 21	317 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 22	320 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 23	332 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 24	400 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 25	415 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 26	306 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
	309 Howard	2022	0	0	0

Group House 27		2021	0	0	0
		2020	0	0	0
Group House 28	315 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 29	316 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 30	319 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 31	320 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 32	323 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 33	324 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 34	328 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 35	332 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 36	340 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 38	420 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 39	438 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 42	146 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0

Group House 43	308 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 44	342 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 45	328 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 46	333 Howard	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 47	1316 Cory	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 48	132 Foulke	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 49	316 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 50	340 Frazer	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 51	518 Frazer	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 52	414 Howard	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Group House 53	1410 North Cory	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Group House 54	333 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Intl Welcome House	400 College	2022	0	0	0
		2021	0	0	0

		2020	0	0	0
Intl Welcome House 3	402 College	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Intl Welcome House 4	416 College	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Intl Welcome House 5	409 College	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
Lovett Hall	201 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Morey Hall	1129 North Cory	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Myers Hall	1115 North Cory	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 1	209 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 2	230 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 4	1324 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 5	127 Trenton	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 6	131 Trenton	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 7	137 Trenton	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 8	323 Trenton	2022	0	0	0



		2021	0	0	0
		2020	0	0	0
NMI 9	327 Trenton	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI 10	333 Trenton	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
NMI/ Sonography	340 Foulke	2022	0	0	0
		2021	-	-	-
		2020	-	-	-
OC3 House	407 Davis	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Oiler Pointe 1- 4	341 Foulke	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Oiler Pointe 5- 10	1315 Morey	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Townhouses 1 & 2	314 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Townhouses 3 & 4	316 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Townhouses 5 to 14	330 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
Townhouses 15 to 19	344 Defiance	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
UF Haven	425 Frazer	2022	0	0	0
		2021	0	0	0
		2020	0	0	0
UF Village	424 Frazer	2022	0	0	0
		2021	1	0	0
		2020	0	0	0

# Fire Safety Report

Facility	Address	Fire Alarm Monitoring by Campus Police	Partial Sprinkler System	Full Sprinkler System	Smoke Detectors	Fire Extinguishers	Evacuation Plans and Placards	# of Fire Drills Done per Year
Bare Hall	1133 North Cory	X			X	X	X	2
Buford Exchange 1	238 Foulke				X	X	X	2
Buford Exchange 2	246 Foulke				X	X	X	2
Cottages 1-21	427 College	X		X	X	X	X	2
Co-Ed Honors House	1214 Cory				X	X	X	2
Deming Hall	225 Frazer	X			X	X	X	2
Derricks Square 1	806 Morey				X	X	X	2
Derricks Square 2	808 Morey				X	X	X	2
Derricks Square 3	810 Morey				X	X	X	2
Derricks Square 4	812 Morey				X	X	X	2
Derricks Square 5	814 Morey				X	X	X	2
Derricks Square 6	816 Morey				X	X	X	2
Derricks Square 7	809 Morey				X	X	X	2
Derricks Square 8	811 Morey				X	X	X	2
Fox Hall	206 College	X			X	X	X	2
Fulbright House	428 College				X	X	X	2

Greek House 1	300 Howard				X	X	X	2
Greek House 2	314 Howard				X	X	X	2
Greek House 4	336 Howard				X	X	X	2
Group House 10	312 Defiance				X	X	X	2
Group House 11	320 Defiance				X	X	X	2
Group House 12	326 Defiance				X	X	X	2
Group House 13	328 Defiance				X	X	X	2
Group House 14	332 Defiance				X	X	X	2
Group House 15	138 Foulke				X	X	X	2
Group House 16	201 Foulke				X	X	X	2
Group House 17	203 Foulke				X	X	X	2
Group House 18	205 Foulke				X	X	X	2
Group House 19	215 Foulke				X	X	X	2
Group House 20	261 Foulke				X	X	X	2
Group House 21	317 Frazer				X	X	X	2
Group House 22	320 Frazer				X	X	X	2
Group House 23	332 Frazer				X	X	X	2
Group House 24	400 Frazer				X	X	X	2
Group House 25	415 Frazer				X	X	X	2
Group House 26	306 Howard				X	X	X	2
Group House 27	309 Howard				X	X	X	2
Group House 28	315 Howard			X	X	X	X	2
Group House 29	316 Howard				X	X	X	2

Group House 3	443 College				X	X	X	2
Group House 30	319 Howard				X	X	X	2
Group House 31	320 Howard				X	X	X	2
Group House 32	323 Howard				X	X	X	2
Group House 33	324 Howard				X	X	X	2
Group House 34	328 Howard				X	X	X	2
Group House 35	332 Howard				X	X	X	2
Group House 36	340 Howard				X	X	X	2
Group House 38	420 Howard				X	X	X	2
Group House 39	438 Howard				X	X	X	2
Group House 42	146 Foulke				X	X	X	2
Group House 43	308 Howard				X	X	X	2
Group House 44	342 Howard				X	X	X	2
Group House 45	328 Frazer				X	X	X	2
Group House 46	333 Howard				X	X	X	2
Group House 47	1316 Cory				X	X	X	2
Group House 48	132 Foulke				X	X	X	2
Group House 49	316 Frazer				X	X	X	2
Group House 50	340 Frazer				X	X	X	2
Group House 51	518 Frazer				X	X	X	2
Group House 52	414 Howard				X	X	X	2
Group House 53	1410 North Cory				X	X	X	2
Group House 54	333 Frazer				X	X	X	2

Intl Welcome House	400 College				X	X	X	2
Intl Welcome House 3	402 College				X	X	X	2
Intl Welcome House 4	416 College				X	X	X	2
Intl Welcome House 5	409 College				X	X	X	2
Lovett Hall	201 Frazer	X			X	X	X	2
Morey Hall	1129 North Cory	X			X	X	X	2
Myers Hall	1115 North Cory	X			X	X	X	2
NMI 1	209 Foulke				X	X	X	2
NMI 10	333 Trenton				X	X	X	2
NMI 2	230 Foulke				X	X	X	2
NMI 4	1324 Morey				X	X	X	2
NMI 5	127 Trenton				X	X	X	2
NMI6	131 Trenton				X	X	X	2
NMI 7	137 Trenton				X	X	X	2
NMI 8	323 Trenton				X	X	X	2
NMI 9	327 Trenton				X	X	X	2
NMI/Sono	340 Foulke				X	X	X	2
OC3 House	407 Davis				X	X	X	2
Oiler Pointe 1-4	341 Foulke				X	X	X	2
Oiler Pointe 5-10	1315 Morey				X	X	X	2
Townhouses 1/2	314 Defiance				X	X	X	2
Townhouses 15-19	344 Defiance				X	X	X	2
Townhouses 3/4	316 Defiance				X	X	X	2
Townhouses 5-14	330 Defiance				X	X	X	2

UF Haven	425 Frazer	X		X	X	X	X	2
UF Village	424 Frazer	X		X	X	X	X	2