
ANNUAL SECURITY REPORT



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2016 - 2017**

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THE JEANNE CLERY DISCLOSURE ACT

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education, both public and private. The Act is enforced by the United States Department of Education.

In 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* was signed into law and includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking.

SECURITY POLICY & PROCEDURES

Each person must assume responsibility for his/her own safety both on-campus and off. This having been said, the College strives to offer its students and employees a secure and safe environment in which to learn and teach, including through compliance with applicable federal, state and local building codes and board of health and fire marshal regulations.

The Director's serve as the Colleges Campus Security Authorities. These individuals do not possess the power to arrest. Criminal incidents are referred to the local police who have jurisdiction over the campus. All victims and witnesses are strongly encouraged to immediately report any crime to the Director and the appropriate police agency, in accordance with the reporting procedures set out below. Prompt reporting will assure timely warning notifications to the campus community and timely disclosure of crime statistics.

Campus Security personnel are trained on the following topics:

- Requirements of The Clery Act
- How to communicate with victims and/or bystanders
- The proper proceedings on reporting and documentation

Hours: Normal hours of operation are Monday through Fridays 8:30 a.m.-7:00 p.m. and Saturday 9:00a.m. - 4:00pm. Students may not enter the school during any hours other than normal hours of operation unless special permission has been granted by the Director and supervision by a staff or faculty member is available.

DISTRIBUTION OF THE ANNUAL SECURITY REPORT:

The Director, along with Senior Management prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This report is prepared in cooperation with the local law enforcement agencies surrounding each campus.

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- Annually, on or before October 1st each year, current students and employees receive notification of a written description of Drug & Alcohol Abuse Prevention Program and a website link to the updated Annual Security Report.
- Prospective students are provided with a URL to our Annual Security Report and a written description of Drug & Alcohol Abuse Prevention Program during their admissions appointment and are required to initial acknowledgement statements indicating that they have received and reviewed the information.
- New employees are provided with the URL link to the Annual Security Report and a description of the institutions Drug & Alcohol Abuse Prevention Program on our website.
- Paper copies of the Annual Security Report may also be obtained from the Executive Director's office located at the campus upon request.

REPORTING CRIMINAL ACTIVITY & EMERGENCIES

Students, staff, and faculty are encouraged to accurately and promptly report all occurrences of criminal activity and other emergencies to the Director for immediate action. Any information submitted in writing, orally or in electronic format will be addressed. Immediate reporting will insure optimum response and resolution to any emergency situation.

CONFIDENTIAL REPORTING:

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. The Director can file a report on the details of the incident without revealing your identity. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

POLICY REGARDING OFF CAMPUS STUDENT CRIMINAL ACTIVITY

Due to the non-resident, commuter nature of the student population at the college, no off-campus student organizations are recognized. Students who engage in criminal activity off-campus are subject to local laws and will be treated as the local authorities deem necessary. Statistics are not maintained for student off-campus criminal activity. Off Campus geographical areas are not required for reporting purposes as defined by the Jeanie Clery Act.

EMERGENCY NOTIFICATION AND EVACUATION

In the event that an emergency situation arises, either on or off campus, that, in the judgment of the Director, constitutes an ongoing or continuing threat, a school wide Emergency Notification will be issued. The notification to the school community will contain information about the nature of the emergency (e.g., approaching tornado, gas leak) and will include direction regarding the appropriate response (e.g., take cover, evacuate) The Director, without delay, and taking into account the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications may be distributed to students, faculty, and staff by using the following modes of communication, or any combination thereof:

- Verbal announcements
- College phone
- College email
- Emergency Text messaging

It is important to remember that electronic communication systems may fail due to the disaster itself before warnings can be issued. Alternate methods must be in place and available for these situations.

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Situations requiring an Emergency Notification are:

- Armed Intruder / Active Shooter / Hostage
- Bomb Threat
- Hazardous leaks / spills:
 - On-campus:
 - Off-campus:
- Fire
- Tornado
- Earthquake

Depending on the particular circumstances of the emergency, especially in all situations that could pose an immediate threat to the community, the Directors office may also post a notice on the School web site.

The College encourages all employees and students to assume responsibility for their own security and utilize community resources to aid in emergency situations (e.g., activated tornado sirens, police officer directions or commands or news reports). Campuses conduct a test of the emergency response and evacuation procedures on at least an annual basis. Tests may be announced or unannounced.

TIMELY WARNING NOTIFICATION PROCEDURES:

Upon notification and identification of a “reportable” crime under the guidelines of The Jeanne Clery Disclosure Act, in the judgment of the Director constitutes a serious or continuing threat to students and employees either on or off campus, the Director will issue a Timely Warning Notice to the school personnel as quickly as possible. Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints. If police or emergency services are required, the Director will initiate.

Timely Warnings may be distributed to students, faculty, and staff by using the following modes of communication, or any combination thereof:

- Verbal announcements
- College phone
- College email
- Emergency Text messaging

It is important to remember that electronic communication systems may fail due to the disaster itself before warnings can be issued. Alternate methods must be in place and available for these situations.

Bryan University will follow the provisions Under the Clery Act which mandates for crimes considered a threat to other students and employees, that victims' names be withheld.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director’s office may also post a notice on the web site. The web site is immediately accessible via computer by all faculty, staff and students.

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PREVENTION PROGRAMS

Semi-annually, the College sponsors school-wide presentations which generally will cover each of following areas: security awareness, drug/alcohol and crime prevention and domestic violence, dating violence, stalking and sexual assault/harassment awareness and prevention. Sign in sheets will be available for each training and will be stored for evidence of completion. The institution also provides material (e.g., pamphlets, brochures, etc.) that help to promote awareness of these topics on a continual basis. Our school has partnered with local law enforcement and agencies to offer prevention and awareness presentations:

Wichita Campus:

Wichita Police Department
455 N Main St
(316) 268-4111

Substance Abuse Center of Kansas

Drug Addiction Treatment Center
731 N Water St
(844) 221-2276

Recovery Unlimited Inc

Counselor
3835 W Douglas Ave
(316) 941-9948

Wichita Area Sexual Assault Center

WASAC 355 N. Waco, Suite 100 Wichita, KS 67202
wichitasac.com/about/
24 Hour Crisis Line:
(316) 263-3002

The effectiveness of the Colleges prevention programs will be evaluated on an annual basis through a variety of resources, which may include: surveys, questionnaires, individual or group campus meetings, and/or via *ex post facto* analysis of relevant data and information.

CRIME AWARENESS

New students are provided with information on crime awareness and safety tips during orientation. Campus security measures are discussed in order to make the students aware of the steps and precautions that need to be taken in order for them to protect themselves.

Prevention

The College suggests the following steps to prevent becoming a victim of sexual assault, harassment, theft or vandalism:

1. Lock all vehicle doors when coming to class.
2. Store valuables in the trunk - do not leave them in plain sight.
3. Walk in groups when leaving the buildings after dark.
4. Avoid lingering after class dismissal.
5. Look around outside before stepping out.

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6. Have your keys ready to unlock your vehicle.

DRUG & ALCOHOL ABUSE

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, OTBC is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, selling or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking lots, within the building/s or while participating in school-related activities. The institution's Drug and Alcohol prevention program consists of representatives from local agencies presenting materials to staff, faculty and students on the dangers of substance abuse. Materials are also available at the campuses for employees and students.

Standards of Conduct

Rules and regulations of OTBC clearly prohibit the use of, selling or distributing of any intoxicating beverage or illicit drug while on school premises. In addition, the College prohibits the use, selling or distribution of intoxicating beverages to underage individuals, and it will participate in and enforce local state underage drinking laws, and any related state and federal drug laws.

Applicable Sanctions

Legal sanctions (city/state/federal) may result in fine and/or imprisonment up to life. This website shows a breakdown of possible Federal trafficking penalties issued by the U.S. Department of Justice/Drug Enforcement Administration <http://www.usdoj.gov>.

Health Risks

The illicit use of drugs and prolonged use of alcohol causes inevitable physical and mental deterioration. Symptoms may range from nausea, anxiety, or mental disorientation, to possible convulsions and even death. See http://kidshealth.org/kid/grow/drugs_alcohol/know_drugs.html for Uses & Effects.

THE CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE)ACT

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING AWARENESS:

OTBC will not tolerate domestic violence, dating violence, sexual assault or stalking of any kind.

Domestic Violence means a felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person—

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- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

Sexual assault is a general term that includes a variety of actions; rape, acquaintance rape, and other forcible and non-forcible sex offenses. Consent cannot be given while intoxicated or medicated since these states inhibit an aware state of mind.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

These activities violate the OTBC student and employee code of conduct outlined in the employee handbook.

Reporting Requirements

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) requires that all college officials with significant responsibility for campus and student activities report any incident of alleged domestic violence, dating violence, sexual assault and stalking. Survivors must be apprised immediately of this requirement.

- If the survivor does not wish to be identified, a third party report that does not include the survivor’s name may be made.
- While it is the final prerogative of the survivor to make decisions regarding his/her course of action, the College strongly encourages survivors to make a full report to the Director in order to ensure that all resources can be made available, as well as to maintain the widest range of options in which to pursue adjudication of the incident.

Reporting Protocol

- If an assault occurs on campus, the incident should be reported immediately to the Director.
- If an assault occurs off campus, the incident should be reported immediately in the jurisdiction where the incident occurred. Upon request, campus officials will assist the student, faculty, or staff member in completing a police report with local authorities.
- The individual should immediately obtain medical treatment at an area hospital for injuries, sexually transmitted diseases, and pregnancy. A medical exam to preserve evidence of rape for use in court can be performed, but the exam must be completed as soon as possible. To preserve as much evidence as possible, the victim should be advised not to eat, drink, smoke, bathe, shower, douche, or urinate.
- Any student and/or employee who believes they have been subjected to an assault or believes they have witnessed an assault, should report the incident to the Director immediately.
- A report will be considered confidential unless further action is necessary. Retaliation of any kind against any employee or student registering a harassment complaint is prohibited.

Action/Notification

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- Should a violation of local, state, or federal laws occur within the school, the appropriate legal action will be initiated through the local law enforcement.
- The campus does not sponsor on-campus counseling, mental health , or other student services for victims of domestic violence, dating violence, sexual assault and/or stalking offenses, therefore, the campus will notify all affected persons of the existence of off-campus counseling, mental health, or other services for victims of these offenses:

Wichita Campus:

Wichita Police Department
455 N Main St
(316) 268-4111

Substance Abuse Center of Kansas

Drug Addiction Treatment Center
731 N Water St
(844) 221-2276

Recovery Unlimited Inc

Counselor
3835 W Douglas Ave
(316) 941-9948

Wichita Area Sexual Assault Center

WASAC 355 N. Waco, Suite 100 Wichita, KS 67202

wichitasac.com/about/

24 Hour Crisis Line:

(316) 263-3002

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and will be conducted by campus Director.
- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceeding;
- The school will change a victim's academic situation after an alleged offense. Changes could include student moving to distance education course delivery, modification of course sequence and/or changing course session;
- If the charges are substantiated, the Director will pursue appropriate disciplinary action. Possible action may include, but is not limited to, reprimand, transfer, suspension, or permanent dismissal of the offender based on the seriousness of the offense. If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the complaint and investigation placed in the employee or student file.
- Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought regarding an alleged offense at the same time.
- For the purpose of this part, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged offense and any sanction that is imposed against the accused, and;
- A student, staff, or faculty member who is found responsible for violating the policy following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, rape, acquaintance rape or other forcible or non-forcible sex offenses and/or stalking is subject to sanctions including but not limited to reprimand/warning, disciplinary probation, suspension, and dismissal.

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- If, after completion of an investigation, no substantiating proof of an assault is evident, no further action will be taken.

SEXUAL HARASSMENT:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

- Submission is made a term or condition, either explicitly or implicitly, of obtaining an academic or employee advancement.
- Submission to or rejection is used as a factor in decisions affecting an individual's education or employment.
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's position or creating an intimidating, hostile or offensive environment.

Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment of a sexual nature or abuse.
- Unwelcome pressure for sexual activity.
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's status.
- Unwelcome behavior, verbal or written, or symbols directed at an individual because of gender.
- The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

Harassment based on disability is defined as any verbal or physical conduct related to an individual's physical or mental impairment.

Unwelcome harassment based on disability occurs when:

- The harassing conduct is so severe, persistent or pervasive it affects a student's or employee's ability to participate in or benefit from an educational program, work environment or activity, or creates an intimidating, threatening or abusive environment.
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
- The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct that may constitute harassment because of disability, include:

- Graffiti containing offensive language derogatory to physical or mental disability.
- Threatening or intimidating conduct directed at another because of physical or mental disability.
- Jokes, rumors or name-calling based upon an individual's physical or mental disability.
- Slurs, negative stereotypes, and hostile acts based on physical or mental disability.
- Graphic material containing comments or stereotypes posted or circulated and aimed at degrading individuals or members of protected classes.
- A physical act of aggression or assault based on an individual's physical or mental disability.
- Other kinds of aggressive conduct such as theft or damage to property motivated by the individual's physical or mental disability.

Reporting Procedures

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Any student and/or employee, who believe they have been subjected to harassment or believes they have witnessed harassment, should report the incident to the Director immediately. A report will be considered confidential unless further action is necessary. Retaliation of any kind against any employee or student registering a harassment complaint is prohibited.

Investigation

The Director and one other person (male/female) will meet with the complainant immediately. The meeting will be conducted objectively, in a sensitive and non-accusatory manner, in an effort to establish the facts. This verbal session will produce written documentation. The accused party will be interviewed as well as any other parties referred by the accused/complainant as having particular knowledge of the situation. All parties will be cautioned as to their personal responsibility to maintain strict confidentiality of the matter. The process of the investigation takes place by communication of both complainant and accused. Three courses of action will be taken:

1. Investigation
2. Determination of Action
3. Notification

Employees/Students questioned in the course of the investigation, including the complainant, will not be adversely affected until a decision or result of their participation in the investigation has been determined.

Action/Notification

If the charges are substantiated, the college Director will pursue appropriate disciplinary action. Possible action may include, but is not limited to, reprimand, transfer, suspension, or permanent dismissal of the offender based on the seriousness of the offense. If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the complaint and investigation placed in the employee or student file. If, after completion of an investigation, no substantiating proof of harassment is evident, no further action will be taken.

Copies of all complaints of harassment and investigations conducted will be maintained for a period of two years at the main administrative office. The Director will follow up to ensure no further offenses occur and that the complainant is not subjected to retaliation.

POLICY ADDRESSING SEX OFFENDER REGISTRATION:

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, and the Kansas Bureau of Investigation, are providing links to the Kansas Sex Offender Registries. These Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In Wichita, Kansas convicted sex offenders must register with the Sex Offender Registry listed below.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

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Kansas Bureau of Investigation

<http://www.kbi.ks.gov/registeredoffender/>

DISCIPLINARY ACTIONS:

An individual, who violates the School Policy Prohibiting Crime, Sexual Assault & Harassment, and Drugs & Alcohol, will be disciplined up to and including termination. If an incident occurs requiring a disciplinary action by the institution, the Director documents the action in the crime log stored in their office and notifies Senior Management. Any disciplinary actions noted in the crime log are included in the annual security report published each year with the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Depending on the violation or violations, the individual could be referred to local Law Enforcement. Student reinstatement after termination will require reapplication and demonstration that all violations have been corrected. Students could be required to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health department; law enforcement; or other appropriate agency before being allowed to return. OTBC will work closely with the law enforcement agency and state approved counseling or rehabilitation agencies. Employees in violation of this regulation will be permanently terminated.

COUNSELING AND TREATMENT HOTLINES AND RESOURCES:

Below is contact information for local and national centers that are available for counseling and treatment.

Wichita Campus:

Wichita Police Department
455 N Main St
(316) 268-4111

Substance Abuse Center of Kansas

Drug Addiction Treatment Center
731 N Water St
(844) 221-2276

Recovery Unlimited Inc

Counselor
3835 W Douglas Ave
(316) 941-9948

Wichita Area Sexual Assault Center

WASAC 355 N. Waco, Suite 100 Wichita, KS 67202

wichitasac.com/about/

24 Hour Crisis Line:

(316) 263-3002

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ANNUAL CRIME STATISTICS REPORT:

Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in or on property adjacent to the campus.

Students may also access the Campus Safety and Security Data Analysis Cutting Tool made available to them by the Office of Postsecondary Education of the U.S. Department of Education at: <http://ope.ed.gov/security/>. This analysis cutting tool was designed to provide rapid customized reports for public inquiries relating to campus crime and fire data. The data are drawn from the OPE Campus Safety and Security Statistics website database to which crime statistics and fire statistics are submitted annually, via a web-based data collection, by all postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs). This data collection is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

Revised Crime Classification: Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry - no force are counted.*
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.*
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.*