Annual Security and Fire Safety Report
2020

Information for the Warrensburg Campus, Skyhaven Campus, and Lee’s Summit Campus

This report was prepared by the University of Central Missouri Department of Public Safety located at 306 Broad Street, Warrensburg, Missouri. This report was prepared with the cooperation of several other departments including: Residence Life, Life Safety, Student Experience and Engagement, Facilities Planning and Operations, and others.
Introduction

We're glad you are concerned about crime on campus. We are, too. That's why we work hard to ensure the safety and security of students, faculty, staff, and visitors to the University of Central Missouri at all of our locations.

Central is a community of approximately 12,000 students from the state, regional, national, and international levels. This diverse community represents most every state and more than 55 countries.

The University's Warrensburg campus encompasses 1,561 acres with about 4 million square feet of building space. The University's main campus is located within the city of Warrensburg, and as part of the larger community, Central shares many of the same interests and concerns, including crime. Crime is a national problem that affects even the rural area around University of Central Missouri and Warrensburg. Although Central is a safe campus, crime does occur.

UCM Lee's Summit campus officially moved to the Missouri Innovation Campus in August of 2017. The University of Central Missouri and the Lee's Summit R-7 School District partnered to create this state of the art facility in Lee's Summit Missouri. At UCM Lee's Summit, you'll benefit from programs built for your busy life, taught by faculty with practical, real-world expertise in the Kansas City metro. Our evening and weekend courses allow you to advance your career while balancing your education with work and family. Our career placement rates are consistently above the national average, with many in-demand programs boasting a 100 percent job placement rate.

This information is provided in compliance the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act more commonly referred to as the Clery Act. It provides students and employees of the University with information on: the University's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the University will take to notify the campus community in the event of an emergency. It also includes crime statistics for the three previous calendar years. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others. This report is prepared by in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's campus security authorities and various other elements of the University. Each year an e-mail notification is made to all enrolled students that provides the website link to access this report. Faculty and staff receive similar notifications.

Unless otherwise indicated in the report, all policies and procedures described herein apply to the Warrensburg, Skyhaven, and Lee’s Summit campuses. If you have any questions or comments concerning the information contained in this report or if you would like a hard copy of this report at no cost please contact the Assistant Director of Media Relations in the Office of Integrated Marketing and Communications at (660)543-4640 or the Director of the Department of Public Safety at (660)543-4123.
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Overview of Police Department

Department of Public Safety - Warrensburg Campus and Skyhaven Campus

The University Department of Public Safety, located at 306 Broad Street, consists of three divisions - University Police, Parking Services, and Access Control. The police division is the largest and consists of 18 trained, state certified peace officers, most of whom hold bachelor's degrees and many master’s degrees in criminal justice or other related fields.

Officers are commissioned by the University as state peace officers and by the Warrensburg Police Department. This means University Police Officers have jurisdiction over all property owned or controlled by the University and all property within the city limits of Warrensburg. Central's Department of Public Safety has primary responsibility for all law enforcement and safety on the Warrensburg and Skyhaven campuses and works closely with the Warrensburg Police Department. The Warrensburg Police Department maintains primary responsibility for everything in the city limits that is not on University property. This working relationship with the local police also allows Public Safety to monitor criminal activity engaged in by students at off-campus locations and in relation to student organizations within the City of Warrensburg. Public Safety also maintains liaison with other law enforcement agencies throughout the State of Missouri, including the Missouri State Highway Patrol and Johnson County Sheriff’s Department.

University police officers have adopted and are committed to a community police philosophy in their daily operations. Police Officers with full arrest authority are always on duty. In addition, there is a crime prevention program, a bicycle patrol unit, and the Student Assistant Foot Patrol and Escort (SAFE) Team, which is a group of uniformed student employees who patrol the campus on foot at night to help deter crime and provide a walking escort from building exit to building entrance or parking areas for students, faculty, staff, and visitors. SAFE Team members have no arrest authority.

The SAFE Team is in operation 7 nights per week, during the regular academic year when the University is in session, from 8:00 p.m. to 2:00 a.m. with extended duty on weekends. To request a SAFE Team escort during the above hours, call (660)543-4123 and a SAFE Team member will be dispatched to walk you wherever you wish to go on campus.

The Department of Public Safety does not have a MOU or memoranda of understanding with the Warrensburg Police Department concerning the investigation of criminal offenses. Criminal offenses are investigated by police officers and detectives of the police division of the University of Central Missouri’s Department of Public Safety. UCM DPS can request the assistance of any agency including the Warrensburg Police Department as part of mutual aid agreements between agencies. UCM DPS officers also actively participate in the Mid-Missouri Rural Major Case squad which
brings together many agencies including agencies from Johnson, Pettis, Henry, Bates, Saline, and Lafayette counties to investigate major cases such as homicides to the benefit of the agency tasked with investigating the major crime.

Students, faculty, and staff are encouraged to report emergencies and criminal activity to the Department of Public Safety at (660)543-4123. The campus is also served by a 911 system available from all campus telephones. This 911 system is a Vesta 911 system that allows for growth as next generation systems are implemented. A TIPS online form and Voluntary Confidential Report form are available for confidential reports at http://www.ucmo.edu/tips for reporting crime.

All crimes reported to Public Safety are investigated by the University Police or appropriate law enforcement agency of jurisdiction. An officer will complete a report and investigate your complaint in a timely manner.

Lee's Summit Police Department – Lee's Summit Missouri Innovation Campus

The UCM Department of Public Safety does not maintain a police unit at the Missouri Innovation Campus in Lee’s Summit. The Lee’s Summit Police Department responds to calls at the Missouri Innovation Campus.

The Lee’s Summit Police Department located at 10 NE Tudor Road in Lee’s Summit, Missouri illustrates its commitment to a positive image and value-based quality of life for citizens and visitors through its motto, “Committed to Excellence.” LSPD received Advanced Accreditation through the Commission on Accreditation of Law Enforcement Agencies (CALEA) in July of 2011. Rapid and steady expansion has earned Lee’s Summit the distinction as “one of the fastest-growing communities in the state of Missouri.” As our community grows, the LSPD holds tight to the community-oriented policing style, emphasizing interaction between officers and those within our thriving neighborhoods, recreation areas and business districts.

LSPD Police Officers are sworn police officers with full arrest powers.

The University of Central Missouri has no MOU or memoranda of understanding with the Lee’s Summit Police Department concerning the investigation of criminal offenses. LSPD investigates all crimes occurring at UCM’s Lee’s Summit campus.

The R-7 School District is responsible for on-site security. They have an SRO (school resource officer) assigned to Lee’s Summit North High School (.25 miles away). The SRO is available to address any security issue that arise at the MIC Building. There is an automated lock system that ties into the security camera system.
Reporting Procedures

Policies Regarding Reporting Criminal Actions or Emergencies – Warrensburg and Skyhaven Campuses

The University of Central Missouri encourages accurate and prompt reporting of all crimes occurring on the Warrensburg and Skyhaven campuses to the University of Central Missouri Department of Public Safety (UCM DPS or DPS). The University also identifies other individuals as additional Campus Security Authorities to ensure that crimes reported to other individuals on campus will be included in our annual crime statistics. The preferred method of reporting crimes on campus is to report them directly to Public Safety.

These Campus Security Authorities include:

Corey Bowman – Associate Vice Provost for Student Services/Title IX Coordinator
Office of Student Experience and Engagement, 213 Administration Building, (660)543-4114

Kathy Anderson – Assistant Director, Internal Relations/Deputy Title IX Coordinator
Athletics, Multipurpose Building 203, (660)543-4310

Alan Nordyke - Director, Residence/Greek Life
Residence Life Administration, Ellis L23, (660)543-4089

A report can be made in person by going to the DPS office at 306 Broad Street or by telephone at (660)543-4123. During an emergency call 911. You may still dial 911 from your cell phone and the call will be directed to the Johnson County Central Dispatch center, evaluated, and referred to the appropriate agency for emergency action. DPS also offers the ability to contact them in situations where it may not be easy to make a phone call by sending a text message to (660)422-2632. The text service is not a replacement for calling Public Safety. If a response is not immediately received it would be recommended to find a safe place and call (660)543-4123 or 911.

Crimes occurring off campus should be reported to the appropriate jurisdiction. Crimes occurring off campus, but within the city limits of Warrensburg should be reported to the Warrensburg Police Department, located at 102 S. Holden, or by calling (660)747-9134. Crimes occurring off campus and outside of the city limits of Warrensburg but in Johnson County should be reported to the Johnson County Sheriff’s Department at 278 SW 871 Road in Centerview, or by calling (660)747-5511. DPS Dispatchers and Police Officers will gladly assist in determining the appropriate jurisdiction for any report.

DPS Dispatchers and Police Officers are available 24 hours a day to answer your calls. In response to a call, UCM DPS will respond as required by dispatching a police officer to the caller’s location and also by contacting the appropriate jurisdiction if necessary to contact the caller. UCM DPS
incident reports may in addition to the police investigation also be forwarded to the appropriate University department as needed for separate disciplinary action.

Policies Regarding Reporting Criminal Actions or Emergencies – Lee’s Summit Campus

The University of Central Missouri encourages accurate and prompt reporting of all crimes occurring at the MIC Building to the UCM Staff at that location including: the Director, Operations Manager, Network Specialist, Student Services Coordinator, and Office Professional. They can be reached by calling the MIC Building’s main phone line at (816)347-1612. UCM Staff will then contact Lee’s Summit Police Department to investigate and also the UCM Department of Public Safety. This will ensure timely warnings can be made if necessary and also that the incident is included in our annual disclosure of crime statistics.

Lee’s Summit Police Department can be contacted by calling (816)969-7390 for non-emergency calls and by calling 911 for emergencies 24 hours daily.

LSPD reports may in addition to the police investigation also be forwarded to the appropriate University department as needed for separate disciplinary action.

Voluntary Confidential Reporting

The University of Central Missouri has a Voluntary Confidential Report form online available at http://www.ucmo.edu/tips that will allow individuals to voluntarily submit reports in a confidential manner if they choose. The previous link will bring you to a page that gives you several reporting options including the Voluntary Confidential Report form. The person submitting the report can also provide their name and phone number if they wish to be contacted concerning the incident. Incident reports generated through the Voluntary Confidential Report form will be included in the University’s annual disclosure of crime statistics and the daily crime log as required by the Clery Act. The information included in these disclosures maintains the confidentiality of victims by disclosing only what is necessary and by giving only general location information for the incident. UCM DPS works closely with the Counseling Center to ensure, if they deem it appropriate, they inform individuals they are counseling about the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics.

Timely Warning Procedures

Notification of the University Community about Reported Crimes

Numerous efforts are made to encourage the University community to report crime. As mentioned in the previous section, this is done through a variety of ways, including several official University publications, crime prevention materials and presentations, emergency telephones, 911 service, a Tips online reporting form, the Public Safety business phone number (660) 543-4123, and through the reporting process in place at the Missouri
Innovation campus. In addition, other efforts advise members of the University community in a timely manner about crime on campus. These include the following:

Media: Media outlets such as the student newspaper, *The Muleskinner*, or others may be utilized as necessary.

Crime Alerts: If circumstances warrant it, special printed, electronic mail, and text message crime alerts are prepared and distributed either selectively or throughout the campus community.

Website: Public Safety has a website on Central's homepage. Information about a crime or crimes on campus, as well as special crime alerts and bulletins are prepared and distributed on the web at ucm.4unow.us. The University will also post information on the ucmo.edu homepage at times.

Public Information Release Logs: Any individual that wishes to view a log of the police daily activity, media log, crime log, and on-campus residential fire log may stop by the Department of Public Safety at 306 Broad Street and request to do so. These logs are also available on Public Safety’s website at [http://www.ucmo.edu/crime](http://www.ucmo.edu/crime). These logs are maintained in compliance with Missouri Sunshine Laws and the Clery Act. The Missouri Innovation Campus is not required to maintain a crime log though the Lee’s Summit Police Department has public release information available on their website [http://cityofls.net/police-department](http://cityofls.net/police-department) concerning crimes. UCM DPS will track crimes reported at the Missouri Innovation Campus and also at Skyhaven as they are reported and log them in our crime log.

All reports to Public Safety or Lee’s Summit Police Department are a matter of public record, pursuant to Missouri Revised Statutes Chapter 610 (RSMo 610). Victims of sex offenses may request that their identity be kept confidential until a charge relating to such incident is filed.

**Timely Warning Notification**

The University of Central Missouri Department of Public Safety is responsible for issuing timely warnings in compliance with the Clery Act. Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases off campus, that in the judgment of the University, represent a serious or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Department of Public Safety by phone at (660)543-4123 or in person at the dispatch center at 306 Broad Street.

The Director of the Department of Public Safety, or designee, will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.
Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, dating violence, domestic violence, stalking, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

When a determination is made that a timely warning should be issued, the Director of the Department of Public Safety or designee will take appropriate steps to ensure timely notification of the campus community. Options for notification include, but are not limited to, the university’s email system, TextCaster®, physical postings on doors and bulletin boards, the Muleskinner newspaper, and the Department of Public Safety website. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

**Emergency Evacuation Procedures and Policies**

**Immediate Notification**

The University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. The Director of Public Safety or designee will consult with the persons involved to confirm the significant emergency or dangerous situation to determine if it involves an immediate threat to make this decision in a timely manner. The Crisis Response Team will continue to evaluate after convened.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a 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.

In a time of crisis, it may become necessary to evacuate campus buildings. Diagrams of designated exit routes are posted in each campus building and are available to view in each building manager’s office. All students, faculty and staff members should take time to study these diagrams and familiarize themselves with the closest exits.

The University regularly educates students, faculty and staff members using the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) program through informational sessions throughout the year for use during armed intruder situations. This program provides a plan of action to increase chances of survival, increase confidence, and to reduce fear. “Alert” means to listen and to know what they are listening to. “Lockdown” is a decision concerning the best course of action in securing a place. “Inform” is to call 911 to communicate information to help determine your best decision. “Counter” is when caught in a fight, flight, or freeze situation to use what you have to your advantage by creating chaos and distracting
the threat. Finally, “Evacuate” is the most important part of the A.L.I.C.E. program. If you are not there, then you will not be a target or in harm’s way. Look for ways to escape, either through a door, window, or some other means. If you are in a position to leave and to avoid the threat why would you lockdown?

Responsible Authorities

In the event of an emerging, imminent or actual crisis, the university’s Crisis Response Team will convene. The team consists of the Associate Vice President for Student Experience and Engagement, the Director of Public Safety, and the Vice President for Integrated Marketing and Communications. Depending on the nature of the crisis, the team may be expanded to include certain vice presidents, deans, chairs, directors or others who have a relevant responsibility or expertise. The response team convenes at the call of the president or any member of the Crisis Response Team. The team is responsible for planning for the crisis and for managing it once it occurs. This includes determining the appropriate segment or segments of the campus community to receive notification and determining the content of the notification. The team also develops procedures and action plans necessary given the circumstances of the crisis.

Dissemination of Emergency Information

The Crisis Response Team is responsible for keeping the president and the other officers of the university informed about crisis management efforts. In turn, these administrators are responsible for informing deans and directors who report to them, who in turn are responsible for informing their employees. Members of the campus community will be informed about the initial situation and further developments through special editions of *UCM News*, fliers, memos, KMOS-TV and KTBGFM, the campus voice-mail system, electronic mail, TextCaster®, etc. The Office of the President will keep members of the Board of Governors and state government officials informed of developments. The incident command structure established to handle the situation will include local officials and agencies as appropriate and will ensure they are informed of developments.

In most cases, the response team will select a spokesperson to help ensure messages are consistent, authoritative, accurate and clear. It may be necessary to select more than one spokesperson, particularly if information of a highly technical or specialized nature is to be communicated. Generally, the spokesperson selected is the individual with direct responsibility for the area involved who will have the greatest credibility. In a major crisis, the university president may be the appropriate spokesperson, or a particular vice president, dean or director may be more directly involved in the situation and may be in a better position to convey all of the necessary information. The Office of Integrated Marketing and Communications will work closely with the spokesperson in responding to media inquiries, arranging interviews, initiating media conferences, providing news releases, fact sheets, internal memos, letters and other types of correspondence needed to reach the appropriate publics.

As the response team assesses the crisis and selects the spokesperson, all available information will be assembled as quickly as possible and a plan of action formulated. Pertinent, accurate details and university actions will be included in an initial statement for distribution to the public and the media. If the situation prompts an increase in telephone calls, such as concerned parents wanting to determine the safety of their students,
personnel in key offices, the university's main switchboard operator, residence hall front offices, and campus information desks will be provided with written information that can be used to formulate consistent responses. They will also be notified where to refer calls pertaining to the crisis that they can't handle. In addition, the Office of Integrated Marketing and Communications staff will inform the general campus community as quickly as possible so that everyone can help answer questions accurately. Media calls during a crisis will increase dramatically and will not always come directly to the Office of Integrated Marketing and Communications. If possible, calls from media representatives should be forwarded to the news bureau manager, the director of the Office of Integrated Marketing and Communications or other members of the UR staff, even if they must be reached at home, away from campus or in the middle of the night. During a crisis, media representatives may arrive on campus unannounced. Individuals approached by members of the media may respond if they feel comfortable doing so, or they may defer to the spokesperson or the Office of Integrated Marketing and Communications. In any event, they should contact the Office of Integrated Marketing and Communications to make its staff members aware that reporters are on campus so they can seek out media representatives and ensure they are provided with accurate information.

School Cancellations / Office Closings

If inclement weather or a crisis situation requires class cancellations and/or office closings, the following guidelines will be followed:

1. The decision will be made by the president in consultation with the provost. In the case of inclement weather, the earlier a decision can be made, the better, preferably before 5 a.m.

2. The president will notify the vice presidents and the president's staff, who notify supervisors, who will notify employees throughout the chain of command. If the cancellation/closing occurs outside of normal business hours, individuals at each level who reside outside of Warrensburg should be contacted first.

3. Once the cancellation/closing decision is made, the Office of Integrated Marketing and Communications staff will notify the following media:
   - KTBG-FM and KMOS-TV - UCM
   - KOKO and KXXK - Warrensburg
   - KDKD and KLRQ - Clinton
   - KDRO and KSIS - Sedalia
   - KSHB-TV41, KCTV-5, KMBZ-TV9, and WDAF-TV4 - Kansas City
   - The Kansas City Emergency School Communication System: KMBC-TV9, WDAF-TV4, KCTV-5, KSHB-TV 41, KYYYS 102 FM, KBEQ 104 FM, KMBZ 980 AM, KISF 107.3 FM, KMXV 93.3 FM, KBEA 1480 AM, KPRS 103.3 FM, KQRC 98.9 FM, KFKF 94.1 FM, KCUR 89.3 FM, and KUDL 98.8 FM
   - work with the chief information officer in Information Services to place electronic messages on the campus email systems.
• work with the Webmaster to place electronic messages on the university's web site.
• send text messages as needed

Text Messaging Service
As part of an effort to improve timely communication to the campus community, especially when it relates to campus safety and inclement weather, UCM has implemented a voluntary text messaging program. TextCaster® provides the web-based wireless communication infrastructure for this service. Faculty, staff, and students who opt-in to the program have the opportunity to receive emergency alerts, severe weather alerts, and information about school closings or delays due to weather at the Warrensburg campus and Missouri Innovation Campus in Lee’s Summit. Individuals with disabilities and other campus members who are interested can also sign up for accessibility notices. Individuals who are interested in participating can sign up via the web at ucmo.edu/textcaster. Easy-to-follow directions are on that site. All participants have the opportunity to select which types of alerts they wish to receive. Participants are encouraged to contact their wireless carrier to learn more about charges that may apply to text messaging. Those who desire more information can call the Office of Integrated Marketing and Communications at (660)543-4640.

Outdoor Warning System
The Warrensburg and Skyhaven campus have an outdoor warning system used for severe weather warnings and other warning messages. This system allows the University to quickly communicate information to students located outdoors. This information allows individuals to decide to take shelter or evacuate the area depending on the situation. These siren and public announcement systems are tested monthly on the first Wednesday of each month at 10:00 a.m. unless rescheduled due to weather. These sirens are not intended to be heard indoors but can be supplemented by an indoor severe weather alert radio or other alerts using a smart phone.

The Missouri Innovation Campus in Lee’s Summit relies on the existing city outdoor warning system consisting of approximately 33 sirens spread across the city that are tested on a monthly basis on the first Wednesday of each month at 11:00 a.m. These sirens are not intended to be heard indoors but can be supplemented by an indoor severe weather alert radio.

Emergency Response and Evacuation Procedure Testing
The University will annually test emergency response and evacuation procedures and then conduct appropriate follow-through activities. These tests may be announced or unannounced and are documented with a description of each, the date and time it was held and a notation as to whether it was announced or unannounced. These follow-through activities are designed for assessment and evaluation of emergency plans and capabilities. The tests are scheduled in advance and will include an after action report. In conjunction with at least one test per calendar year, the University publicizes to its employees and students the University’s emergency response and evacuation procedures.
**Local Police Department**

**Warrensburg Police Department – Warrensburg Campus**
The mission of the Warrensburg Police Department is to ensure the safety, security and well-being of the Warrensburg community through proactive patrol, community based interaction, crime prevention programs, investigation of offenses, accidents and enforcement of ordinances and statutes. Warrensburg Police Department Chief Rich Lockhart guides them in this mission.

UCM DPS and WPD have a close working relationship. UCM DPS and WPD Officers at times respond to calls together and work together during training exercises. UCM DPS Officers hold a dual commission through the State of Missouri and a reserve commission through the City of Warrensburg.

**Johnson County Sheriff’s Office – Skyhaven Campus**
The Johnson County Missouri Sheriff’s Office operates on the principles of responsibility, accountability, and commitment. The Office under direction of Sheriff Scott Munsterman is committed to protecting visitors and citizens of Johnson County. UCM DPS has worked closely with the Sheriff’s Office for many years.

**Lee’s Summit Police Department – Lee’s Summit Missouri Innovation Campus**
The Operations Division of the Lee’s Summit Police Department is the largest unit within the police department with over 70 officers assigned to the Patrol Unit and Traffic Safety Unit. Officers provide 24 hour preventative patrol and immediate response to 65 square miles from “state of the art” patrol vehicles.

The LSPD also has a Criminal Investigations Division that is comprised of 3 separate units: Criminal Investigations, Special Investigations, and Juvenile Investigations. Each unit’s primary responsibility is follow-up investigation of criminal offenses. In addition, detectives are assigned to the Metro Squad, the Jackson County Drug Task Force, and are actively involved in Lee’s Summit Youth Court and Lee’s Summit CARES.

The University does not have any officially recognized student organizations that have housing facilities “off-campus” associated with the Missouri Innovation Campus in Lee’s Summit.

**Monitoring of Criminal Activity at Off-Campus Locations of Recognized Student Organizations**
If Warrensburg Police Department (WPD) is contacted about criminal activity occurring off-campus involving UCM students or UCM Student Organizations they regularly contact UCM DPS; however, there is no official policy requiring such notification. UCM DPS Police Officers respond to WPD calls as necessary or requested by WPD. WPD will respond to assist with calls on University property as necessary or requested by UCM DPS; however, reports concerning the criminal activity will be taken by UCM DPS Officers for the purpose of inclusion in our annual disclosure of crime statistics.
Access to Campus Facilities

Academic and Administrative Buildings – Warrensburg and Skyhaven Campus
The University of Central Missouri’s Warrensburg and Skyhaven campuses are open to the public and thus accessible to members of the University community, guests, and visitors during regular business hours. Many of these buildings have individual hours that vary throughout the year. University personnel lock these buildings each night or verify they are locked. UCM DPS Police Officers check the buildings in Warrensburg and at Skyhaven to ensure they are secure. In addition, members of Student Assistant Foot Patrol Escort Team (SAFE Team) also check the buildings at our Warrensburg campus.

Academic and administrative buildings are patrolled on a regular basis. Work orders are placed as necessary to repair any doors that need repairs to ensure they secure properly. UCM DPS personnel document doors found to be unlocked, propped open, or not securing properly and a list is sent out to various administrators and individuals on campus to ensure any issues are addressed.

Additional information on access or scheduling University facilities can be obtained by contacting the office of Meetings and Conference Services by telephone at (660)543-4342 or in person at the University Union in room 307.

Lee’s Summit Campus
UCM’s Lee’s Summit or Missouri Innovation Campus does not have any residential facilities. The MIC Building consists of approximately 140,000 square feet that is leased from the Lee’s Summit R-7 School District. Both UCM and the Lee’s Summit R-7 School District utilize the MIC Building, UCM occupies 60% of the building. The MIC Building has 3 parking lots. The north lot is for R-7 students, the west lot is for staff of UCM and R-7, and the south lot is for UCM students, staff, faculty, and guests. The R-7 School District is responsible for making sure the building is secure through an automated locking system and security cameras. During the day, the MIC Building is open to the public and thus accessible to members of the University community, guests, and visitors during regular business hours. The MIC Building is open 7:30 a.m. to 9:30 p.m. - Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. The R-7 School District’s staff ensures the building is secure after hours.

Residence Halls – Warrensburg Campus Only
The University reserves the right for authorized University representatives to enter all rooms for housekeeping purposes, repair or maintenance, health, safety, or disciplinary reasons. Residence Hall Buildings except for The Crossing at South and Holden are accessible to members of the University community, guests, and visitors during regular business hours. Main entries for buildings will be secured by Housing Staff at 10:00 p.m. and will be unlocked by Housing Staff at 6:00 a.m. All other doors will remain secured 24 hours a day. The residential portion of The Crossing is always secure.
UCM DPS Police Officers and SAFE Team members patrol residence hall buildings on a regular basis. Members of the Student Assistant Foot Patrol Escort Team (SAFE Team) or UCM DPS Police Officer check these buildings to ensure they are secure. Work orders are placed as necessary to repair any doors that need repairs to ensure they secure properly. UCM DPS personnel document door found to be unlocked, propped open, or not securing properly and a list is sent out to various administrators and individuals on campus to ensure any issues are addressed.

Keys kept in the key box at the front desks of buildings will be kept secured with the door closed and locked. Only the Community Advisor (CA) or Residence Hall Director (RHD) should have access to the key box. Staff members should follow the same check-out procedures as any other resident. At no time should the CA need both keys to their room. Staff abuse of keys will be reported to the RHD.

**Maintenance of Campus Facilities**

**Maintenance of Campus Facilities - Warrensburg and Skyhaven**

UCM DPS regularly patrols the University of Central Missouri’s Warrensburg and Skyhaven campuses and reports malfunctioning lights and other unsafe physical conditions to Facilities Planning and Operations. Other personnel and members of the University community also report problems to UCM DPS or Facilities Planning and Operations for correction. Facilities Planning and Operations conducts periodic inspections and monitoring of campus night and security lighting, tree pruning to preserve night lighting, and sidewalk and trip hazard surveys to minimize trip and fall hazards.

Facilities Planning and Operations has implemented the use of the Campus Eye application to allow immediate reporting of issues that may impact the safety and security of campus through a smart phone application. The user can submit detail along with a photo of the problem that is geotagged. The Campus Eye application, along with the ongoing use of a maintenance management system, will offer expanded accessibility and simplified means of reporting critical safety concerns across the campus. This allows us to track and complete requested repairs in a timely manner.

**Maintenance of Campus Facilities – Lee’s Summit Missouri Innovation Campus**

UCM’s Missouri Innovation Campus (MIC) Building staff monitor the facility for malfunctioning lights and other unsafe physical conditions and reports them to the R-7 School District. Students and visitors may also report any unsafe conditions to the MIC Building’s staff for repair.

**Education Programs**

Most crimes on the University campus are the result of opportunity and can be prevented. The Department of Public Safety attempts to inform the University community of this fact through programs designed to reduce the risk of becoming a crime victim. University police officers have been trained in crime prevention techniques, and the police/community services sergeant is a campus crime prevention professional, responsible for
coordinating Public Safety's crime prevention efforts. These programs are presented at various times throughout the year and also upon request. Crime prevention, security awareness, and material that encourages students and employees to be responsible for their own security and the security of others is presented during student orientations and also during employee orientations. We also cover how to report crimes, timely warnings, procedures, practices, jurisdiction, and many other topics during this programs.

The University's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

The following list describes university crime prevention programs and projects designed to inform students and employees about campus security, safety procedures, practices, and the prevention of crimes.

- **Campus 911:** All campus telephones have 911 capability which provides direct access to the Department of Public Safety. All such calls are immediately traced, and the phone number and location of the phone are displayed on a screen for the Public Safety Dispatcher.

- **TIPS-Online:** A TIPS online form is available for persons who wish to report crime anonymously or provide confidential information about crime at [http://www.ucmo.edu/tips](http://www.ucmo.edu/tips) for investigation by UCM DPS.

- **Crime Prevention Presentations:** Numerous crime prevention presentations are available to University groups on vehicle security, burglary prevention, neighborhood watch, office security, bicycle security, child safety, conflict management, alcohol and drug awareness and other topics. Employee orientations conducted 1 to 2 times per month for all employees also includes crime prevention material. These specifically address how to report crimes, timely warnings, procedures, practices, and give a department overview including jurisdiction and more.

- **Crime Prevention Brochures:** Printed materials such as brochures, posters, and bookmarks are available to the University community on such topics as personal safety, residence hall, office, library, vehicle and bicycle security, telephone security, sexual assault, alcohol awareness, drug awareness, domestic violence, and obscene and harassing phone calls.

- **Security and Safety Surveys:** Public Safety completes detailed surveys of exterior lighting, door locking mechanisms, and campus grounds including completion of job orders when deficiencies are found. Public Safety works closely with Facilities, Planning and Operations, and when maintenance issues are identified, they are promptly reported. Security considerations are a high priority in the maintenance of campus facilities.

- **Rape Awareness Prevention, Education, and Self Defense:** University police officers and staff from Health and Wellness Promotion, make numerous presentations to members of the university community each year on rape awareness, prevention, and education. In addition,
four Public Safety officers are nationally certified R.A.D. instructors and offer the course free several times each semester. The R.A.D. System Basic, Advanced, and Keychain programs are comprehensive women-only courses that begin with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. This course is offered on campus and is free to Central students, employees, and dependents. In addition, R.A.D for Men and R.A.D. Kids are offered. For more information about the R.A.D. classes, and a current schedule, please visit http://www.ucmo.edu/rad.

Educational programs are provided upon request to groups and areas on campus that address crime reporting, timely warnings, building access, maintenance, and other topics. These topics are also targeted specifically by the Department of Public Safety through student and employee orientations and to other persons through regular presentations such as A.L.I.C.E. training.

Alcohol and Drug Policies
All alcohol and drug policies are available online in the UCM Student Handbook. If a student requests a policy, they are directed online or to the Office of Student Experience and Engagement, Administration Building 213. All policies and procedures regarding standards of conduct, alcohol, tobacco and other drugs can be found in full text in UCM’s Student Handbook, which is available online at: https://www.ucmo.edu/current-students/student-experience/office-of-student-activities/student-organizations/handbooks-and-policies/.

All new UCM employees are briefed on the AOD policies during new employee orientation, which occurs twice a month. All employees also have access to the policies through the UCM website: available at http://www.ucmo.edu/offices/general-counsel/university-policy-library. Requests for policy are directed to Human Resources.

UCM’s Drug Free Schools and Workplace Statement
The University has established and is committed to enforcing clear policies that promote an educational environment free from the abuse of alcohol and other substances. The University complies with federal regulations that require an alcohol and drug testing program for safety sensitive positions. The University enforces local ordinances and state statutes prohibiting individuals under the age of 21 from drinking or having alcohol in their possession. Drinking or possession of alcoholic beverages is prohibited in University buildings and residence halls except in those places where an explicit exception has been granted. The University also enforces state and federal laws that govern the possession, use, distribution, and sale of alcohol and illicit drugs. Anyone found to be in violation of such laws shall be subject to all applicable criminal penalties, as well as disciplinary action in accordance with applicable policies of the University of Central Missouri. Students under the age of 21 are reminded it is unlawful to use fictitious identification for purchasing alcohol. Health risks associated with the use of illicit drugs and alcohol include, but are not limited to, addiction, accidents as a result of impaired judgment and ability, overdose, damage to internal organs or a developing fetus, and unpredictable or violent behavior. Information on referral and assistance with alcohol or drug-related problems is available from the Counseling Center (660)543-4060, University Health Center (660)543-4770, or Human Resources (660)543-4255.
Biennial Review

The University shall conduct biennial reviews of the university’s drug prevention program to determine the effectiveness of the program and to recommend or implement changes as appropriate. Each review shall also include an evaluation of disciplinary sanctions imposed during the review period to ensure that these sanctions are consistently enforced. A copy of this review shall be made available to the Department of Education and the public upon request. Requests can be made to the Division of Student Experience and Engagement. This review can also be found online here: https://www.ucmo.edu/offices/campus-community-health.

Housing Alcohol Policies

Housing staff members strive to create a vibrant and dynamic community while preserving a learning atmosphere. This is a difficult balance. In general, no noise should be heard in the hallways or by neighbors including those above or below the student’s room. Residents should refrain from running, horseplay and loud communications in the hallways, stairwells, and other public areas and slamming doors. Residents should be able to study and sleep without undue disturbance. Specific courtesy and quiet hours may be developed for your hall community and you are expected to honor these covenants.

In order to maintain an environment conducive to learning, Housing has placed additional specific restrictions on how and when alcohol can be used in the halls.

- Alcohol is allowed on upperclass floors in residence hall rooms as long as the owners of the room and everyone present are all 21 or older. Alcohol is not allowed in first year communities or in common areas of the halls. To prevent a disruptive party-like atmosphere, no more than 4 people can be present in a room where alcohol is being consumed.
- Mass quantities of alcohol (such as kegs) are not congruent with the responsible atmosphere we are trying to create and will not be allowed in the halls.
- For this same reason, alcohol competitions (beer pong, etc.) are also not allowed in the residence halls.
- Beer bottles and cans must be disposed of properly.
- The door must remain closed when alcohol is being consumed.

Legal Sanctions

Local, State, and Federal Laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines of up to $20,000 to imprisonment for terms up to and including life. Students under 21 years of age are reminded it is unlawful to use fictitious identification for purchasing alcohol.

Most alcohol and drug offenses are prosecuted under state law or by municipal ordinance though federal charges are possible in certain cases. For example, transporting illegal drugs across state lines can lead to federal charges. The severity of the sanctions may depend on the type and
quantity of drug, criminal history, and whether death or serious injury resulted. Federal law may require forfeiture of property and even denial of federal benefits such as student financial aid and more.

**Purchase or Possession of Alcohol by a Minor**

- It shall be unlawful for any person under the age of twenty-one (21) years to *purchase* or attempt to *purchase*, or have in his *possession*, any intoxicating liquor or to be visibly intoxicated as defined by Missouri Statute or to have a detectable blood alcohol content of more than two-hundredths of one percent.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty can be a fine of $50 to $1,000 and or imprisonment for up to 1 year.

**Possession of an Open Container of Alcohol in Public**

- It shall be unlawful for any person to drink from or have in his possession an open container of intoxicating liquor in any public place within the city, except when a liquor license has been issued and is in effect for such public place.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.

**Allowing Minors to Consume Alcohol**

- It shall be unlawful for any owner, occupant, or other person with a lawful right to the exclusive use and enjoyment of any property to knowingly permit or allow a person under the age of twenty-one (21) to drink or *possess* intoxicating liquor or knowingly fail to stop a person under the age of twenty-one (21) from drinking or possessing intoxicating liquor on such property, unless such person allowing the person under the age of twenty-one (21) to drink or *possess* intoxicating liquor is his or her parent or guardian.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty can be a fine of $50 to $1,000 and or imprisonment for up to 1 year.

**Misrepresentation of Age by Minors Prohibited / False ID**

- Any person under the age of twenty-one (21) years who shall represent that he has attained the age of twenty-one (21) years for the purpose of *purchasing*, asking for or in anyway receiving any intoxicating liquor, except in cases authorized by law, shall be guilty of an offense.
- Any person who is less than twenty-one (21) years of age who uses a reproduced, modified, or altered chauffeur's license, motor vehicle operator's license, or state identification card, for the purpose of *purchasing*, asking for or in any way receiving any intoxicating liquor, shall be guilty of an offense and shall be subject to a fine of five hundred dollars ($500.00) for each separate offense.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty can be a fine of $50 to $1,000 and or imprisonment for up to 1 year.
Driving While Intoxicated

- A person commits the offense of *driving while intoxicated* if he operates a motor vehicle *while* in an intoxicated or drugged condition.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty varies depending on number of offenses and criminal history.
- The first offense is subject to a fine up to $500 and/or six months imprisonment. The offender will participate in a Substance Abuse Traffic Offender Program (SATOP).
- Multiple offenses range from a fine up to $1,000 and/or 1 year imprisonment up to 5 to 15 years in prison. For multiple offenses Missouri law typically requires the driver to install an ignition interlock device on a vehicle for 6 months after reinstatement of a driver’s license.
- Missouri may also impose administrative sanctions for individuals arrested for DWI. Your license is suspended or revoked for 90 days for the 1st offense. The second alcohol or drug-related offense will normally result in a 1 year revocation of your driver’s license. Additional convictions within 5 years may result in a 5 year revocation. Three or more convictions will likely result in a 10 year revocation of driving privileges.

Refusal to Take Blood Alcohol Test

- Missouri law specifies that if you are driving then you have given consent to submit to a chemical test to determine the amount of alcohol in your blood. Refusal to take a test could result in the suspension of your license for 1 year.

Missouri Abuse and Lose Law

- In Missouri, the blood alcohol limit for drivers under 21 years old is .02. The penalty for violation of this law are administrative and include suspension of license for 90 days for the 1st offense and 1 year for subsequent offenses. This law also includes the possession or use of alcohol and drugs while driving or using a fake ID.

Distribution or Manufacturing of a Controlled Substance Near a University in Missouri

- Distribution or manufacturing of a controlled substance within 2,000 feet of a school is a class A felony of which the sentence shall be served without probation or parole if the offender is found to be a persistent drug offender.
- Federal penalties for trafficking within 1,000 feet of a university can include prison terms and fines which are twice as high as regular penalties with a mandatory prison sentence of at least 1 year.

Possession of Marijuana

- It shall be unlawful for any person to possess thirty-five (35) grams or less of marijuana.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Less than 10 grams would not involve jail time. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty can be a fine of $50 to $1,000 and or imprisonment for up to 1 year. For less than 10 grams of marijuana with no previous drug convictions you will not serve jail time.
Possession of Drug Paraphernalia

- It shall be unlawful for any person to possess drug paraphernalia.
- For this purpose, "drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined by the statutes of the state, as amended. In determining whether an object is drug paraphernalia, the court should consider, in addition to other logically relevant factors, the proximity of the object to a controlled substance and the existence of any residue of a controlled substance found on or in the object.
- The municipal penalty can be up to $500 fine and or up to 3 months in jail, court costs, and probation. Probation may allow the offender to avoid jail as long as they abide by conditions set by the court for a set length of time.
- The state penalty can be a fine of $50 to $1,000 and or imprisonment for up to 1 year.

Possession of a Controlled Substance

- The manufacturing, possession, sale, distribution and use of controlled substances or imitation controlled substances are prohibited by state law. Penalties for first time offenses for a drug possession violation can range from a fine of up to $1,000 to life imprisonment depending greatly on the incident and criminal history of the offender.

Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed here:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)--Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.
- Marijuana-- Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly for cigarette smokers), impaired driving.
- Cocaine-- Addiction, heart attack, seizures, lung damage, depression, paranoia, psychosis. Similar risks are associated with other stimulants such as "speed" and "uppers".
- Hallucinogens - (acid, LSD, PCP, MDMA, etc.) Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.
- Inhalants - (gas, aerosols, glue, nitrates, etc.) Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death.

Resources for Substance Abuse Information, Education, & Counseling

A variety of resources exist for drug and alcohol counseling, treatment or rehabilitation programs. For detailed information concerning these resources available from the University and/or community agencies, contact University Health Services, the Counseling Center, or Human Resources. Such referrals will respect individual confidentiality.
The following resources are available on the Central campus for education, counseling, and referral services:

The Counseling Center - The Counseling Center is a safe place for students to begin addressing their concerns. In counseling, an objective person helps you explore what is bothering you and find solutions to your problems. Some people benefit from one meeting, while others are seen regularly for a brief period of time. If our time limited services are not appropriate for your needs, we will help you access more fitting services in the community. Located in Humphreys 131, (660)543-4060. All services are confidential and free of charge.

Health Promotion - Alcohol and other substance abuse intervention services. Also provides consultations, presentations to campus groups, and printed materials on the dangers of alcohol and other drugs. Provides leadership in the planning and coordination of alcohol and drug awareness. Located at College and Clark streets, (660)543-4770.

University Discipline
Violation of university regulations can result in disciplinary action up to and including expulsion of students and discharge of faculty and staff members.

Crime Statistics

Preparing for the Annual Disclosure of Crime Statistics
Written requests for statistical information are made on an annual basis to Campus Security Authorities (as defined by federal law), the Warrensburg Police Department, the Johnson County Sheriff’s Department, and to the Lee’s Summit Police Department (for our Lee’s Summit Campus). Statistics are gathered, compiled with statistics collected by the University of Central Missouri Department of Public Safety, and reported to the University community in the Annual Security and Fire Safety Report published by UCM DPS. UCM DPS submits the annual crime statistics published in this report to the Department of Education. The Department of Education makes this information available through their website.

Media Relations sends an e-mail to every enrolled student and current employee on an annual basis. The e-mail includes a brief summary of the contents of this report, the address for the UCM DPS website where the report can be found on-line (http://www.ucmo.edu/clery), and information on obtaining a physical copy by contacting UCM DPS.

Classifying Crime Statistics
The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).
The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Statutory Rape, Incest, 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. With a similar scenario only now there are three persons who assault one victim, this would be counted as one aggravated assault since we only have one victim.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, 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 as a statistic.

2017, 2018, and 2019 Crime Statistics (UCM - Warrensburg Campus, Skyhaven Campus, and Lee’s Summit Campus)

This report provides crimes statistics compiled by the UCM Department of Public Safety for the past three years (2017, 2018, and 2019). The charts are required to show crimes that occur in three geographic areas: On-Campus, Non-Campus Building or Property, and Public Property. In addition, statistics are pulled from the On-Campus category to create the subcategory of On-Campus Student Housing.

On-Campus is defined in two ways:
1. Owned or controlled by the institution within the same reasonably contiguous geographic area and used in direct support of or in a manner related to the institution’s educational purposes. Examples of this would be academic buildings, administrative buildings, and residence halls and other on-campus housing facilities.
2. Any building or property on campus owned by the institution but controlled by another person, frequently used by students, and used to support institutional purposes. Examples of this would include restaurants or food vendors and bookstores or other retail vendors.

On-Campus Student Housing (subset of On-Campus):
1. Any 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 the reasonably contiguous geographic area that makes up the campus. Examples of this would include undergraduate, graduate, married student housing, traditional residence halls, and building that are owned by a third party but have a written agreement with the institution to provide student housing.
Non-Campus Building or Property:

1. Any building or property not part of the core campus and that does not fit the definition of separate campus and is owned or controlled by the institution, used in direct support of or in relation to the institution’s educational purposes, frequently used by students, and is not within the same reasonable contiguous geographic area of the institution. Examples could include research facilities, athletic facilities, and residential facilities outside of the core campus.

Public Property:

1. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Examples of this would include sidewalks and parking lots.

UCM’s Skyhaven campus includes no Non-Campus Buildings or Property or On-Campus Student Housing. The campus is located at 130 NW 251 Road in Johnson County, Missouri. The property includes more than 400 acres and the Max B. Swisher Skyhaven Airport. The Johnson County Sheriff’s Office does provide a list of any relevant incidents occurring on or near the Skyhaven Campus.
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<th>On-Campus (Housing Only)</th>
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* Caveat: UCM’s Missouri Innovation Campus in Lee’s Summit did not open until August 2017.

* Caveat: UCM’s Skyhaven campus includes no residential facilities.
Hate Crimes Statistics

UCM’s Warrensburg campus and Skyhaven Campus reported no hate crimes for 2017, 2018, or 2019. The Missouri Innovation Campus in Lee’s Summit opened in August 2017.

Missing Students

Missing Student Notification Policy

I. Purpose

In accordance with Section 485 of the Higher Education (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

II. Policy

The University of Central Missouri takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating UCM students living in university owned on-campus housing who, based on the known facts and circumstances, UCM has determined to be missing.

III. Procedures

A. Procedure for Informing Students

At the beginning of each academic year, UCM will inform students residing in on-campus housing that UCM will notify either a custodial parent or guardian (if the student is under 18 and not emancipated) or an individual, including a confidential contact, selected by the student not later than 24 hours after the time the student is determined to be missing.

This information will include the following:

• Students have the option of identifying a confidential contact to be contacted by UCM not later than 24 hours after the time the student has been determined missing. This is in addition to any general emergency contact the student has identified. The 24 hour period begins when a report of a missing student is reported to at least one of the three university offices listed in paragraph III.B.(1) below and it has been determined that the student is missing.
• Students can register this confidential contact information through Student Experience and Engagement. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

• If the student is under 18 years of age, and not an emancipated individual, UCM is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

• UCM will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing unless it was that law enforcement agency that made the determination.

• If on investigation of the official report UCM Public Safety or other law enforcement personnel determine that the missing student has been missing for more than 24 hours, UCM will initiate the emergency contact procedures in accordance with the student’s designation.

• Even if a student chooses not to identify a confidential contact person, appropriate law enforcement agencies will be notified that a student is missing if the situation arises.

B. Notification Procedure for a Missing Student Who Resides In On-campus Housing

1. Students, employees or other individuals should report that a student is missing to at least one of the following university offices:

   a. Department of Public Safety
      306 Broad Street
      Telephone: (660)543-4123 (Answered 24 hours)

   b. Office of Student Experience and Engagement
      Administration Building 213
      Telephone: (660)543-4114

   c. Office of University Housing
      Ellis L23
      Telephone: (660)543-4515
2. Once UCM receives a missing student report via the Department of Public Safety (“Public Safety”), the Office of Student Experience and Engagement (“Student Experience and Engagement”), the Office of University Housing (“University Housing”) or other source, the following offices shall be notified:

   a. Public Safety
   b. Student Experience and Engagement
   c. University Housing

3. Any official missing person report as set out above shall be referred immediately to UCM Public Safety.

If UCM Public Safety, after investigating the official report, determines the student is missing or has been missing for more than 24 hours, Public Safety or Student Experience and Engagement will contact the confidential contact identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated. It will also notify appropriate law enforcement agencies unless one of them was the entity that made the determination that the student is missing.

4. Upon notification from any entity that any student residing in on-campus housing may be missing, UCM may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

   a. Through University Housing, UCM staff may be asked to physically locate the student by keying into the student’s assigned room and talking with known associates.

   b. UCM dining services may be asked to confirm if the student has purchased a meal.

   c. Public Safety may search on campus public locations to find the student (library, cafeteria, etc.).

   d. Public Safety may issue a student’s official student identifications picture to assist in identifying the missing student.

   e. Student Experience and Engagement or academic departments may be contacted to seek information on last sighting or other contact information.

   f. Public Safety may access student identification card access logs to determine last use of card and track the card for future uses.

   g. Public Safety may access vehicle registration information for vehicle location and distribution to local authorities.

   h. Information Services may be asked to look up computer access logs for last login and use of UCM Blackboard or UCM email systems.
i. If there is any indication of foul play, Public Safety may contact appropriate law enforcement agencies for assistance.

C. The assistant vice provost for student services is charged with developing procedures to implement this “Missing Student Notification Policy.” The assistant vice provost for student services should work with the general counsel, provost and other university vice presidents to develop procedures that meet the standards set forth in this policy.

**Policies, Procedures, and Programming Relating to Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

**INTRODUCTION**

UCM seeks to foster a safe and healthy environment built on mutual respect and trust. At the very base of the University's mission is the recognition of the essential dignity and worth of each member of its community. Sexual misconduct of any kind is a very serious violation of these principles and will not be tolerated in any form. The University encourages all members of its community to be aware of trauma caused by sexual misconduct and challenges its members to work together to prevent its occurrence.

Members of the UCM community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

UCM's sexual misconduct policy has been developed to reaffirm the principles of Title IX and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

UCM believes that all students and employees should have the opportunity to learn and work in an educational environment free from discrimination. Sexual harassment, including sexual violence and other forms of sexual misconduct, interferes with this right and will not be tolerated.

UCM is committed to protecting community members in connection with all the academic, educational, extracurricular, athletic, employment, and other programs of the school both on and off campus. UCM is fully committed to developing and fully implementing effective sexual misconduct policies and to providing training on this issue for students and staff.

A full statement of the University’s Title IX policy and the procedures relating to it may be found at: [http://www.ucmo.edu/titleix](http://www.ucmo.edu/titleix). The sexual misconduct policy can also be found online at: [https://www.ucmo.edu/offices/general-counsel/university-policy-library/policies/policy-prohibiting-sexual-misconduct-harassment-and-discrimination](https://www.ucmo.edu/offices/general-counsel/university-policy-library/policies/policy-prohibiting-sexual-misconduct-harassment-and-discrimination).
APPLICABLE DEFINITIONS:

For purposes of the discussion that follows, the following definitions are contained in Missouri statutes:

**Domestic violence** - Mo. Rev. Stat. § 455.010(5) and (7)

Abuse or stalking committed by a family or household member, as such terms are defined in Mo. Rev. Stat. § 455.010. "Family" or "household member", [includes] spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

**Domestic assault** - Mo. Rev. Stat. §§ 565.072-565.074

- A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.
  - Mo Rev. Stat. § 565.002(6) indicates that a “domestic victim” is a household or family member as the term “family” or “household member” is defined in 455.010, including any child who is a member of the household or family.
- A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and he or she:
  1. Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
  2. Recklessly causes serious physical injury to such domestic victim; or
  3. Recklessly causes physical injury to such domestic victim by means of any deadly weapon.
- A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under section 565.002.
- A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and:
  1. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim;
2. With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument;

3. The person purposely places such domestic victim in apprehension of immediate physical injury by any means;

4. The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim;

5. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or

6. The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices or transportation for the purpose of isolation.

**Dating violence**

Based on good-faith research, the University has determined that “dating violence” is not separately defined in Missouri law, but note that the definition above of “domestic assault” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The statute does not further define such a relationship, but the Violence Against Women Act states that it is characterized by the expectation of affection or sexual involvement between the parties and that the existence of such a relationship shall be determined based on the reporting party’s statement with a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence will include but not be limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking - Mo. Rev. Stat. § 565.225 and 565.227**

- As used below, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

- A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:

  1. Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the
kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or

2. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

3. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

4. At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or

5. He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or

6. At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person.

A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.

Sexual assault – Mo. Rev. Stat. § 455.010(1)(e)

Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person’s consent.

Rape, Fondling, Incest, Statutory Rape

For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows:

• Rape (Mo. Rev. Stat. §§ 566.030 and 566.032):
  o A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.
  o A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered
without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

• Fondling: The institution has determined, based on good-faith research, that Missouri law does not define the term fondling.

• Incest (Mo. Rev. Stat. § 568.020): A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her:

1. Ancestor or descendant by blood or adoption; or
2. Stepchild, while the marriage creating that relationship exists; or
3. Brother or sister of the whole or half-blood; or
4. Uncle, aunt, nephew or niece of the whole blood.

• Statutory Rape (Mo. Rev. Stat. §§ 566.032 and 566.034):

  o A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.

  o A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.

Other Crimes that could be considered Sexual Assault

Other crimes under Missouri law that may be classified as a “sexual assault” include the following:

• Sodomy (Mo. Rev. Stat. §§ 566.060 and 566.061):

  o A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

  o A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.

• Statutory Sodomy (Mo. Rev. Stat. §§ 566.062 and 566.064):

  o A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen years of age.
A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age.

• Child Molestation (Mo. Rev. Stat. §§ 566.067 to 566.071):
  o A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen years of age to sexual contact and the offense is an aggravated sexual offense.
  o A person commits the offense of child molestation in the second degree if he or she:
    1. Subjects a child who is less than twelve years of age to sexual contact; or
    2. Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense.
  o A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact.
  o A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact.

• Sexual Misconduct Involving a Child (Mo. Rev. Stat. § 566.083):
  o A person commits the offense of sexual misconduct involving a child if such person:
    1. Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child;
    2. Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of aroused or gratifying the sexual desire of any person, including the child;
    3. Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or
    4. Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.

• Sexual Misconduct (Mo. Rev. Stat. §§ 566.093 and 566.095):
  o A person commits the offense of sexual misconduct in the first degree if such person:
    1. Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm;
2. Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or

3. Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.
   - A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.

- Sexual Abuse (Mo. Rev. Stat. §§ 566.100 and 566.101):
  - A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
  - A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.

**Consent** - Mo. Rev. Stat. § 556.061(14)

Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable to (or known by the actor to be unable to) make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- c) It is induced by force, duress or deception.

In addition to the definition of consent under Missouri law, the University defines consent in its Title IX policy, for the purpose of determining whether sexual violence (including sexual assault) occurred, as follows:

With all cases of a sexual nature, "consent" is defined as positive cooperation in an act or behavior.

- Consent is clear, knowing and voluntary.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- The person consenting must act freely and voluntarily, have knowledge of the nature of the act and be capable of making a reasonable judgment concerning the nature of the act.
Legal minors are not capable of giving consent.
Individuals with mental disabilities may be unable to give consent.
Those who are intoxicated may be unable to give consent.
The University does not consider a lack of protest to imply consent.
A current or previous dating relationship is not sufficient to constitute consent.
Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
Previous relationships or prior consent cannot imply consent to future sexual acts.

Any member of the University community who encourages, aids, assists or participates in any act of sexual misconduct against another will also be considered to have committed a violation of University policy.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). Sexual activity with someone who is known to be - or based on the circumstances should reasonably have known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

Use of alcohol or other drugs will not function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

**Educational and Awareness Programs**

Because the University recognizes the prevention of discrimination, harassment, sexual violence/assault, domestic assault, dating violence, and stalking is an important issue, it offers a variety of educational programming. It includes a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees and an Ongoing Awareness and Prevention Campaign (OPAC) for students and employees that reinforces the information provided in the PPAP. Among other items, such training informs students and employees that the University prohibits the offenses of sexual assault, domestic and dating violence and stalking. The programming also covers relevant definitions (as noted above), procedures a victim should follow, procedures the University will follow when an offense is reported, resources available to victims, confidentiality and sanctions. The training also addresses safe and positive options for bystander intervention and information on risk reduction, including recognizing warning signs of abusive behavior and how to avoid potential attacks. Much of this information is covered in the upcoming section of this report.
PPAP and OPAC programming includes instruction on risk reduction, including how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically, campus community members are advised:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
  - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
  - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
  - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
  - Remember that you owe sexual respect to the other person.
  - Don’t make assumptions about the other person’s consent or about how far he or she is willing to go.
  - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
  - If your partner indicates a withdrawal of consent (implicitly or expressly), stop immediately.
  - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you his or her intentions.
  - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
  - Don’t take advantage of someone whose judgment is impaired because of the consumption of alcohol or drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of person whose judgment is impaired.
  - Be aware of the signs of impairment, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality
Programming also includes encouraging individuals to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

PPAP and OPAC presentations include:

- **Office of Health Promotion**: Coordinates several campus and community efforts to promote a safe environment for learning. Present educational trainings for classes or student organizations on topics such as bystander intervention skills training (how to step in and help in problematic situations), alcohol refusal skills (how to stick to your decision not to drink), alcohol harm reduction (how to drink more safely if you choose to do so), and sexual assault prevention for men and for women. Contact them at 660-543-8947.

- **Online Sexual Assault Prevention Program**
  At UCM, we believe all students should have the opportunity to learn in a safe and civil environment, free from sexual and interpersonal violence. Therefore, all new freshmen, new graduate students and new transfer students are required to complete an online sexual assault prevention education program at the beginning of their college career at UCM. This program, formerly called Haven, will take approximately 45 minutes to complete.

- **Sexual Assault Prevention: Using the Green Dot strategy**
  This program clarifies sexual violence, helps students identify what it is, and shares statistics to reduce power-based personal violence on campus and in our community. Green Dot empowers students, faculty, and staff to safely intervene in situations of sexual assault, dating and domestic violence, and stalking by teaching bystander intervention skills and creating a culture of intolerance for power-based personal violence. The program uses video to facilitate discussion, discusses advocacy, and teaches intervening by utilizing the Direct, Delegate and Distract techniques.
Public Safety
Public Safety offers many crime prevention programs to the university community, including: Personal Safety and Protection, Alcohol Awareness, Drug Awareness, Rape and Sexual Assault, Theft Prevention, Domestic Violence, Conflict Management, Child Safety, Canine Unit, and Rape Aggression Defense. Other program topics may be available upon request. For more information, please contact: The Office of Public Safety, 306 Broad Street, Warrensburg, Missouri 64093
Phone: (660)543-4123

UCM's Reporting Policy, including Confidentiality Considerations

Reporting a Crime
If you are the victim of a crime, you are encouraged to report it immediately.
Crimes can be reported in any of the following manners:

- Campus 911 (emergencies only).
- The Department of Public Safety business phone number – (660)543-4123.
- In person at the Public Safety building, located at 306 Broad Street.
- To any of the other Campus Security Authorities listed earlier in this report.

Confidential Reporting of a Crime
For confidential reporting, please use the anonymous TIPS online form at: [http://www.ucmo.edu/tips](http://www.ucmo.edu/tips). If you intend for a police investigation to follow or to report a crime for statistical purposes only you may use the Voluntary Confidential Report form at: [http://www.ucmo.edu/crime](http://www.ucmo.edu/crime) or specifically: [https://publicdocs.maxient.com/incidentreport.php?UnivofCentralMissouri](https://publicdocs.maxient.com/incidentreport.php?UnivofCentralMissouri).

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy. When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. All UCM employees are expected to protect complainant privacy, but not all of UCM's employees can maintain confidentiality. Nevertheless, the University will protect confidentiality, including not placing identifying information in publicly available records, to the extent permissible by law.
If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that the University not investigate the matter, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for the entire University Community, including the victim.

On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below.

**Confidential Reporting Options**
If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors at the University's Counseling Center (660)543-4060, campus health service providers at the University Health Center (660)543-4770 or off-campus rape crisis resources who can maintain confidentiality. Campus counselors are available to help you free of charge, and can be seen on an emergency basis during business hours. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

**Reporting to Those Who Can Maintain Privacy but Not Confidentiality**
You can also seek advice from certain resources who will keep your personal information private else unless there is cause for fear for your safety, or the safety of others. These individuals (such as CAs, faculty members, coaches, advisors to student organizations, career services staff, admissions officers, and student activities personnel,) are outstanding resources. Please be aware that as a part of their role, they do have a mandatory reporting obligation and will be instructed to share incident reports with their supervisors.
In the rare event that the incident reveals a need to protect you or other members of the community, your personally identifiable information may be shared within the university and with the Office of Public Safety.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

In all cases, your personal information will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

**Non-Confidential Reporting Options**
You may also choose make a formal report to officials of the institution (public safety, housing personnel, and human resources). The university considers these people to be "responsible employees." Notice to them is official notice to the institution. When a formal report is made, you have
the right and can expect to have incidents of sexual misconduct impartially investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

**Federal Statistic Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

**Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

**What Victims Can Expect from the University**

Students or employees who report being a victim of sexual assault, domestic violence, dating violence, or stalking will be notified in writing of their rights and options and procedures to follow. The notification will include information on:

- The importance of preserving evidence as may be necessary to prove the offense or to obtain a protective order. Victims will be provided information on where a forensic examination can be obtained. Such an examination is available at Western Missouri Medical Center in Warrensburg or at St. Luke’s East in Lee’s Summit or Lee’s Summit Medical Center. Getting a forensic exam does not require the victim to file a police report, but it does allow evidence to be preserved in the event that a decision to file a police report is made later.
- Therefore, victims should follow these guidelines:
  - Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
  - Don’t bathe or wash, or otherwise clean the environment in which the assault occurred.
  - Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.
  - Victims of stalking should also preserve evidence of the crime to the extent possible.
- To whom and how the alleged offense should be reported (which is explained above);
- The following options regarding notification to law enforcement:
  - Option to notify either on-campus or local police;
    - To make a police report, a victim should contact one of the police agencies listed in this report by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim’s ability.
  - Option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; or
  - Option to decline to notify such authorities.
- Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court. (see the Protective Orders section below for more information).

In addition, a victim will be notified in writing about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims both on and off the campus. Further, a victim will be notified in writing about options for and available assistance in changing academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus or local law enforcement. To request an accommodation, victims should contact the Associate Vice President for Student Services Dr. Corey Bowman in the Office of Student Experience and Engagement in room 213 of the Administration Building or by telephone at (660)543-4114. Factors that might be considered during this process include, but are not limited to, the following: the specific need expressed by the complainant; the age of the persons involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and the alleged perpetrator share common University facilities; and whether other judicial measures have been taken to protect the complainant. The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the institution’s ability to provide them. If necessary to disclose the victim’s personal information in order to provide the accommodation, the University will advise the victim in advance of the information to be disclosed, to whom, and the reason for such disclosure.

What to Expect from the Campus Judicial System

Student and Employee Processes:
Students’ concerns will be addressed through the Student Conduct process while Employee concerns will be addressed by the Employee Grievance Process. While there may be minor procedural differences due to the unique needs of each population, both administrative systems are based on the same policy and share a common philosophy of care and support for the victims of sexual misconduct.
Prompt and Effective Response:
The University will handle all complaints of a sexual nature with due regard to the parties’ concerns of privacy. Once a complaint is made, both the Complainant and Respondent will be directed to have no additional contact with each other throughout the subsequent process.

Someone who has filed a complaint of sexual misconduct will not be expected to directly confront or be in the same room as the respondent.

As an important early step in this process, you will be advised of options including immediate steps the University can take (for example, we can relocate you to another residence, relocate you to another class, grant temporary absence from classes, make temporary alterations to work schedules, send warning and letter of restriction(s) to the Respondent, etc.) as well as the option for a formal investigation.

UCM will take action to assist you if you ask for help in relation to an incident of sexual misconduct. Please understand, however, we can only take action against your assailant if you decide to file a report.

The University’s actions are guided by the safety needs of the community. Due regard and respect will be given to your wishes and, if requested, your desire not to be identified. Please understand if the situation demonstrates a possible threat to others in the campus community, an investigation may proceed without your permission (although this will always be evaluated on a case by case basis with deep consideration of your wishes).

If any occurrences of a sexual nature pose a general threat to the University community, the University will determine whether and how to take affirmative steps to notify students, faculty and staff of the potential danger. Appropriate notification will be made to local law enforcement.

No Contact Orders:
When a complainant makes a report of sexual misconduct, the University may issue a “No contact” order in order to protect the complainant from retaliation and prevent the situation from escalating. This is usually implemented by public safety or the Title IX Coordinator when a concern is first reported.

“No contact” means no communication whatsoever including direct communication (talking, calling, texting, etc.), indirect communication (through friends or third parties), or contact through social media (Facebook, Twitter, etc.).

In some cases, the University may need to make temporary changes to living accommodations or class enrollments in order to ensure that there is no contact between parties. In other cases, due to safety concerns, the university may restrict a respondent from returning to campus until they have first met with the Vice President for Student Services.
The “No contact” order does not imply any wrongdoing; it is a safety precaution. Violation of the “No contact” order, however, is considered a serious and potentially threatening breach of university policy and may result in immediate suspension.

Both the complainant(s) and the respondent(s) are expected to avoid all contact with each other while the report is under investigation.

**Investigations:**
The University’s student conduct process and employee grievance process act independently of any legal proceedings, but you may decide to proceed with a criminal investigation at any time. University investigations of possible sexual misconduct will be timely and impartial.

Once a complaint has been made, the University reserves the right to take whatever measures it deems necessary against a respondent in response to an allegation of sexual misconduct in order to protect student and employee rights and personal safety. Such measures include, but are not limited to:

- modification of living arrangements
- limited access to university computer resources
- temporary relocation to another work assignment or brief work furlough
- temporary restrictions from residence halls, specific classes, specific campus locations, or all campus if necessary
- interim suspension from campus pending a hearing

UCM works closely with local authorities to combat sexual misconduct and assist those who have been adversely affected.

In campus investigations, common legal terms like "guilt," "innocence," and "burdens of proof" are not strictly applicable. In a University investigation, all parties will have the opportunity to provide witnesses and evidence. Campus investigations are conducted to take into account the totality of all evidence available, from various relevant sources, and a decision will be based on the “preponderance of evidence” standard (i.e., it is more likely than not that sexual harassment or misconduct occurred).

Investigations will be thorough and may take 3-4 weeks.
**Administrative Hearing:**

Once the investigation concludes, a hearing officer reviews the findings and determines if policy has been violated. In general, the Title IX Coordinator or designee will serve as an impartial hearing officer for matters of sexual misconduct. If either party objects to the Title IX Coordinator or designee’s impartiality, an alternate hearing officer may be designated if good cause can be demonstrated.

The Title IX officer may meet with the Complainant and the Respondent before making a decision, but the two parties will not be required to be in the same room at the same time during this process. In cases where the Respondent is unresponsive or unavailable to attend an administrative hearing (for example: due to incarceration), the hearing officer may make a decision based upon the information available.

The preponderance of evidence standard is used to determine if policy has been violated. The preponderance of evidence standard is the standard utilized in most civil cases.

Review of investigative material and subsequent hearings generally take 1-2 weeks.

**Notification of results and appeals:**

At the conclusion of an investigation, all parties will be notified simultaneously, in writing, of the results, of the procedures to appeal, any change in results prior to becoming final, and when the results become final. “Results” means any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters. Moreover, notification of the result will include any sanctions imposed by the University and the rationale for reaching the result. Either party may appeal these findings by contacting the Title IX Coordinator at (660)543-4114. This appeal must be submitted, in writing, within 5 days of the original findings.

In general, the entire investigation and resolution should take no more than 60 days. In cases where this is not possible, both the complainant and respondent will be given periodic updates and explanations of delays.

**Sanction Guidelines:**

The University will carefully review each incident on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed. The university reserves the right to impose various sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. Additional sanctions imposed for violation of the University's Sexual Misconduct Policy may include, but are not limited to, removing the assailant from class, banning the assailant from certain buildings, or temporary suspension of their student status, or termination of employment, depending on the severity of the offense.

If the Respondent is found in violation of the sexual misconduct policy (which covers the offenses of dating violence, domestic violence, sexual assault, and stalking), sanctions may include one or more of the following:
• warnings
• restrictions
• no contact orders
• progressive discipline
• probation
• temporary or permanent housing relocation
• temporary or permanent campus restrictions
• temporary or permanent reassignment of work duties
• mandatory participation in appropriate educational programs (including any fees for service related to those programs)
• removal from some or all classes
• suspension
• expulsion
• termination of employment

**Protective Orders:**
A survivor of sexual violence may consider filing a petition for an Order of Protection. An Order of Protection is a court order that is designed to stop violent and harassing behavior and to protect you and your family from an abuser or attacker. While an order of protection is primarily designed to protect victims of domestic violence (abuse by a family or household member), victims of sexual assault can sometimes qualify. An Order of Protection can be granted if you have been stalked by your attacker, or your attacker is a family or household member. More information is available at: [https://www.courts.mo.gov/page.jsp?id=533](https://www.courts.mo.gov/page.jsp?id=533).

An Order of Protection can direct your attacker to refrain from any further acts of abuse, sexual assault or harassment, as well as other appropriate remedies, restrictions or requirements ordered by the judge.

There are two types of orders:

1. **Ex Parte Order of Protection:** If you are in immediate danger and have been abused or threatened with abuse, a judge may grant you an ex parte order. Ex parte orders may be granted without the abuser’s knowledge or consent. An ex parte order lasts until your court hearing for a full order of protection, which will take place within 15 days of filing your petition.

2. **Full Order of Protection:** A full order of protection can be issued only after a court hearing in which you and the abuser or attacker both have a chance to tell your sides of the story. A full order of protection will protect you for a period of not less than 180 days, and not more than one year.
For complete information about orders of protection and assistance filing the paperwork, contact the Survival Court Advocate:

Survival House  
137 E. Culton Street, Warrensburg  
(660)429-1088 (Office)  
or the Johnson County Courthouse site:  
[http://www.jococourthouse.com](http://www.jococourthouse.com)

You may also contact the Adult Abuse Office for Lee’s Summit or respond to the Jackson County Courthouse in Independence:  
Jackson County Courthouse  
Adult Abuse Office  
306 W. Kansas, Independence  
(816)881-4400  
[https://www.16thcircuit.org](https://www.16thcircuit.org)

The University will also enforce any temporary restraining order or other protective order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and/or Department of Public Safety and provide a copy of the order so that it may be kept on file and can be enforced on campus, if necessary. Upon learning of any orders, the University will take all reasonable and legal action to implement the order.

**Remediation:**  
If a respondent is found to have violated policy, the University will protect and remediate the educational interests of the complainant.

**Retaliation will not be tolerated:**  
The University will not tolerate any form of retaliation against any individual who exercises their rights or responsibilities under Title IX or the Clery Act. Additionally, the University will take steps to prevent the recurrence of discrimination and harassment and will take steps to correct discriminatory effects.
Retaliation takes many forms and common restrictions may include a complete ban on any in person, second-hand or social media contact between complainant and respondent. Contact by third parties (at the request or on behalf of respondents) may also constitute retaliation and will not be tolerated.

The ban on retaliation will remain in effect even if it is determined that the sexual misconduct policy has not been violated.

Specific Guidance
The Student conduct process and employee grievance process are based on the same philosophies and policy. The two processes may have minor differences based upon the unique needs of the populations involved. If you have any questions or concerns about how to proceed, please contact the Title IX Coordinator.

Victims to get Written Notification of All Rights and Options
When a student or employee reports being a victim of domestic violence, dating violence, sexual assault, or stalking, whether on or off the campus, the University will provide a written explanation of the victim’s rights and options as described in the preceding sections of this report.

Campus Resources for Victims of Interpersonal or Sexual Misconduct
The University of Central Missouri is committed to providing support for students who have been a victim of rape, acquaintance rape, domestic violence, dating violence, sexual assault and/or stalking. If you have experienced discrimination, harassment, sexual violence, sexual harassment, intimate partner violence, or stalking, we can help. Victim Advocates will provide support to any student who has experienced discrimination or harassment at any University-sponsored program or event, including in a classroom.

Victim Advocates support survivors of sexual violence by providing crisis intervention services, referrals, advocacy, and confidential reporting in a centralized location. Here, survivors or their loved ones can receive information, validation, explore options, reduce the stigma of victimization, and recognize the right to self-determination.

To request more information on procedures and policies, please contact:
Dr. Corey Bowman, Title IX Coordinator, (660)543-4114, bowman@ucmo.edu, Administration 213

To request information on advocacy, please contact:
Heather Lawson, Title IX and CARE Team Case Manager, (660)543-8328, lawson@ucmo.edu, Administration 196
For an emergency, please contact:
Public Safety, (660)543-4123 OR Dial 911, 306 Broad Street

Advocacy Resources

Victim Advocacy and Support Resources: You can request a victim advocate or one-on-one support and assistance. Contact them at 660-543-8328. A 24-hour victim hotline is also available at (660)441-4855.

Survival House (Off Campus): Available 24 hours daily, Survival Adult Abuse Center can place you with a confidential victim advocate after hours. Survival Adult Abuse Center can answer questions or connect you with a victim advocate after hours. Their hotline is (800)846-7597.

Confidential Counseling and Support

Counseling Center: If you or someone you know is experiencing urgency or life-threatening concerns, a crisis/emergency appointment will be provided the same day with a clinician in our office. For emergencies at other times, call Public Safety at 660-543-4123, call 911, or go directly to the emergency room at Western Missouri Medical Center at 403 Burkarth Road. Faculty, staff, and student procedures for helping prevent student suicides can be found here: http://www.ucmo.edu/current-students/student-services/counseling-center/services/index.php.

University Health Center: The Health Centers offers non-emergency medical care for injuries and follow-up appointments. Contact them at (660)543-4770 or visit them at 600 South College Avenue. Hours: M-F, 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m.

Limiting Contact with the Perpetrator

Office of Student Experience and Engagement (S.E.E.): If your perpetrator is in the same classroom as you, or is scheduled to be in future semesters, contact S.E.E. at (660)543-4114 for assistance, or stop in their office in Administration 213. Hours: M-F, 8:00 a.m. - 5:00 p.m.

Academic and Housing Accommodations

Office of Student Experience and Engagement (S.E.E.): The Office of Student Experience and Engagement will work to ensure proper accommodations are available. If you wish to change your housing because the perpetrator lives nearby, or if you have missed classroom assignments, contact them at (660)543-4114, or visit them in Administration 213. Hours: M-F, 8:00 a.m. - 5:00 p.m.

Removing Directory Information

Office of Student Experience and Engagement (S.E.E.): To remove your directory information (address, phone, etc.) from the university website, contact SEE at (660)543-4114 or visit them in Administration 213. Hours: M-F, 8:00 a.m. - 5:00 p.m.

Making Charges against the Perpetrator

Public Safety: To report a crime, contact public safety at (660)543-4123 or visit them at 306 Broad Street, Warrensburg, MO 64093.
Medical Services

University Health Center: The Health Centers offers non-emergency medical care for injuries and follow-up appointments. Contact them at (660)543-4770 or visit them at 600 South College Avenue, Warrensburg, MO 64093. Hours: M-F, 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m.
Western Missouri Medical Center: For emergency medical care, contact Western Missouri Medical Center at (660)747-2500 or visit them at 403 Burkarth Road, Warrensburg, MO 64093. Western Missouri Medical Center is available 24 hours a day.

Sexual Assault Nurse Examiner (SANE) Service

Western Missouri Medical Center: This hospital provides certified SANE services to respond to needs specific to sexual assault. Contact Western Missouri Medical Center at (660)747-2500 or visit them at 403 Burkarth Road, Warrensburg, MO 64093. Western Missouri Medical Center is available 24 hours a day.

Bothwell Regional Health Center: This hospital provides certified SANE services to respond to needs specific to sexual assault. Contact them at (660)826-8833 or visit them at 601 East 14th Street, Sedalia, MO 65301. Bothwell Regional Health Center is available 24 hours a day.

Saint Luke’s Health System: This hospital provides certified SANE services to respond to needs specific to sexual assault. Contact them at (816)347-5000 or visit them at 100 N.E. Saint Luke’s Blvd., Lee’s Summit, MO 64086. Saint Luke’s is available 24 hours a day.

Student Financial Aid
If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The University’s financial aid website can be found at: https://www.ucmo.edu/offices/student-financial-services/

Legal Aid & Visa and Immigration Assistance

• Free or low cost legal services may be available through Missouri Legal Services. You can visit the following websites for more information: http://www.lawmo.org and http://www.lsmo.org/
• Immigration Advocates Network: http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO.
• U.S. Citizenship and Immigration Services: https://egov.uscis.gov/office-locator/#.

Additional Resources

Night Ryder:
The Night Ryder program provides a free, safe transportation option, Thursdays through Saturdays, for UCM students traveling around town. Visit Student Activities in the Union for transportation route and schedule.
24-Hour Hotlines for Sexual & Domestic Violence:
Survival Adult Abuse Center (800)846-7597 (Local Domestic Violence and Sexual Assault Hotline)
Rape, Abuse & Incest National Network (800)656-HOPE (4673) - (National Sexual Assault Hotline)
Metropolitan Organization to Counter Sexual Assault (861)531-0233 (Kansas City Crisis Line)

Johnson County Sexual Assault Response Team (SART):
A SART advocate is an individual who is trained in providing support to survivors of sexual assault who report the crime to the police or to a local hospital. There is no cost to access a SART. A SART advocate may be contacted by calling the Survival House hotline at (800)846-7597.

National Suicide Prevention Hotline: http://www.suicidepreventionlifeline.org
(800)273-TALK (8255)

Ask - Listen - Refer suicide prevention tutorial: http://www.asklistenrefer.org/ucm

Report on the Results of Disciplinary Proceedings

Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding brought alleging a sex offense. The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registry
To obtain a list of currently registered sex offenders who work or attend school on a full-time or part-time basis at the University of Central Missouri, please contact the Department of Public Safety at 306 Broad Street for assistance.

The Missouri Department of Public Safety lists registered sex offenders in Missouri on their website at https://www.mshp.dps.missouri.gov/CJ38/search.jsp. Offenders can be searched by location or name. You can register with the website to receive e-mail notifications concerning sex offenders in your area.
**Annual Fire Safety Report**

**Reporting Fires – Warrensburg and Skyhaven Campuses**

All fires or suspected fires should be immediately reported to UCM’s Department of Public Safety. This will ensure a quick response by police officers, firefighters, and medical personnel if necessary. If unable to contact UCM DPS for some reason immediately contact 911 and the call will be handled appropriately by Johnson County Central Dispatch. This includes even those fires quickly extinguished for which a 911 call was not required. This also allows statistics concerning fires to be collected. Statistics concerning fires in On-Campus Student Housing are then included in this report and published annually.

**Reporting Fires and Fire Procedures – Lee’s Summit Campus**

All fires or suspected fires should be immediately reported to UCM’s MIC Building staff; this will ensure a quick response by officers, firefighters, and medical personnel if necessary. If unable to contact UCM’s MIC Building staff for some reason immediately contact 911 and the call will be handled appropriately and fire personnel dispatched. UCM’s MIC Building has no residential facilities requiring the annual disclosure of statistics.

**Residence Facilities**

The University’s student housing program is designed to promote a safe and secure environment for residents. About 3,500 students live in the University’s residence halls and apartments. Sophisticated heat and smoke sensors, fire alarms, and emergency lighting provide extra protection for residents. Additionally, all residence hall locks are part of a special keyway system, making it difficult for room keys to be duplicated by unauthorized personnel.

Each first year student hall or adjacent residence hall area has a central front desk at the main entrance staffed 24 hours per day. University housing staff live in each hall. A staff member is on duty in each hall from 6:00 p.m. to 8:00 a.m. A Residence Hall Director or Area Coordinator is on duty each evening for the residence hall system.

Upper class halls and University apartments are more similar to private apartment situations. Residents, therefore, bear somewhat more responsibility for following safety and security practices to protect themselves and their property.

The varied types of housing available and the policies and procedures for University residence facilities are described more thoroughly in the publications University Housing Residence Hall Guidebook and University Apartments Handbook.

**Open Flames**

1. Students are not allowed to burn candles or incense in their residence hall rooms. Candles can only be used as decorations. No burnt wicks are allowed. Candles and incense are allowed in Greenwood Park and Central Village.

2. No cooking outside of the microwave or coffee pot is permitted in student rooms.
Portable Electrical Appliances

1. Refrigerators are permitted in the halls if they are 4.5 cubic feet or smaller and/or do not use more than 1000 watts of electricity.

2. Halogen lamps with bulbs over 100 watts are not permitted in the residence halls.

3. Microwave ovens operating with no more than 1000 watts are permitted.

4. UL (Underwriters Laboratories) electrical appliances (hair dryers, curling irons, toasters, irons, coffee pots, candle warmers, crock pots, etc) are allowed to be used in the student rooms as long as someone is in the room at all times while items are in use.

5. Hot plates, toaster ovens, and space heaters are not allowed in the residence hall rooms.

6. Appliances within the apartments are all electrical and meet industry standards. Appliances included are refrigerator, stove/range with hood and a garbage disposal.

Smoking

At UCM, we value the health and safety of all students, employees, and visitors. In support of this value, UCM has been a tobacco-free campus since 2014. The use of tobacco products is prohibited on university property. Tobacco products include vapes/e-cigarettes, chewing tobacco, hookah, cigarettes, and all forms of smoke-generating products.

Fire Safety

1. Fire horns are tested twice a year before each semester to check the working condition of fire horn notification in each residence hall.

2. Students are prohibited from creating a fire, safety, or health hazard.

3. Students are prohibited from activating a fire or emergency alarm, extinguisher or other safety device without good cause or reasonable justification.

4. Students are prohibited from rendering inoperable, abusing, or degrading the effectiveness of a fire or emergency alarm, extinguisher or other safety device without good cause or reasonable justification. A $225 fine for tampering with the smoke alarm/fire protection equipment in addition to other possible sanctions.
5. Students are expected to comply with the directives of University Housing staff during evacuation and must leave the building immediately when the fire alarm has sounded.

6. Fire Extinguishers are provided for each apartment.

7. Hazardous materials and containers are prohibited.

8. Possession or use of explosives or lethal weapons on all University property, including main campus (including classroom demonstrations), airport, farm, parking lots, and all residences is strictly prohibited except designated ranges. Ammunition, fireworks, and knives (including pocket knives with any blade more than four inches in length) are also prohibited.

Fire Safety Training and Education

Fire safety procedures, including an explanation of the procedures students and employees are to following case of a fire, are discussed during new student orientation with Housing staff. Housing staff also use annual fire drills as an opportunity to familiarize students with procedures to follow in case of fire and to correct any issues that arise. These safety issues are addressed during new employee orientation also. A member of the Department of Public Safety passes along a wide variety of information including how to deal with various emergencies and how to report them to UCM DPS to be addressed.

Fire Procedures

1. Activate the nearest fire alarm pull station and call 911 or (660)543-4123 if possible to report the location and cause of the fire if you know what it is.

2. **EVERYONE MUST LEAVE IMMEDIATELY** when a fire alarm is activated, even if there are no obvious signs of an emergency!

3. **DO NOT** use the elevator!

4. Remain calm and assist others in safely getting out.

5. Confine the fire by closing all doors and windows if possible.

6. Extinguish the fire if you have been trained and it is safe to do so.

7. Evacuate the building to a safe location away from the structure.

8. If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.
9. Follow directions given by emergency personnel and respond to the location designated by your building manager outside the structure to await further instructions so that everyone can be easily accounted for before leaving the area.

10. Do not re-enter until authorized to do so.

11. Alarms mean LEAVE THE BUILDING IMMEDIATELY!

Student Housing Evacuation in Case of a Fire Students are expected to comply with the directives of University Housing staff during evacuation and must leave the building immediately when the fire alarm has sounded.

Fire evacuation notices are posted on the back of every residential room door including the apartments in Foster/Knox and Nickerson. In Greenwood Park and Central Village, plans are on the inside door of a cabinet in the kitchen. The evacuation routes are indicated on the posting. The annual fire drill evacuations are practiced.

Residence Hall and University Apartment staffs are trained at the beginning or every year on fire and other emergency procedures. For fire emergencies, they are trained on the proper use of fire extinguishers and other fire lessons by the staff from the Life Safety area of campus. Staff are instructed to document any incident involving fire alarms for any reason.

**On-Campus Student Housing Facility Fire Safety System Description**

**THE CROSSING**

This apartment/business complex has EST 3 fire alarm control panels and system that was installed during construction, completed in 2015. There are smoke detectors with sounder bases in all apartments. There are 13 apartments that have devices installed permanently for hearing impaired residents. Pull stations installed at exits. There are detectors and pull stations located in each commercial business located in the building. This building is monitored for alarms, troubles, and supervisory issues at Public Safety. The notification system is speaker/strobes and strobes. Mass Notification is possible from the buildings main fire alarm panel, and from Dispatch in Public Safety. This building is fully sprinklered with fire pump installation. The system has battery and generator backup power.

**DIEMER**

This building has an FCI 72 Panel that is a zone system. It was in service in 1986. Battery backup located at the fire alarm panel. There are system smoke detectors with sounders located in each room, system smoke detectors in common areas and detectors in the mechanical rooms. There is a pull station located outside the main office. The notification devices are horn/strobes. This panel is monitored for alarms at Public Safety. *This building is not used as apartments or residential housing.*
ELLIS COMPLEX
This complex/dining hall/offices has EST 3 fire alarm control panels and fire alarm system that was installed in 2010. There are smoke detectors with sounder bases in all rooms. Smoke detectors are in common areas, and detectors in the mechanical rooms. Pull stations are located by each exit. The notification devices in this complex include speaker/strobes and strobes. Mass notification capabilities are from the main office in Ellis and from Public Safety. This system is monitored for alarms, troubles and supervisory alerts at Public Safety. The system has battery backup power.

FITZGERALD
This building has an EST 3 fire alarm panel and system. It is an addressable system that is monitored at Public Safety for alarm, troubles, and supervisory alerts. It was installed during the summer of 2015. The system has battery backup power. There are smoke detectors with sounder bases located in each room, smoke detectors in common areas and detectors in the mechanical rooms. Pull stations are located by the exits. The notification devices are speaker/strobes and strobes. This system has mass notification capabilities from the main FACP in the student office, and from Public Safety.

*FRATERNITY
This building has an FCI 72 Series Panel that is a zone system. It was in service in 1984. It has battery backup located at the fire alarm panel. There are system smoke detectors with sounders located in each room, smoke detectors in the common areas, and detectors in the mechanical rooms. There are pull stations in each unit by the entrance/exit, and by the main FACP. The detectors in Unit E were replaced with new Gentex detectors in October 2008. The detectors in the rest of the Units were replaced in August of 2009. The notification devices are horn/strobes. *This building is not used as apartments or residential housing.

FOSTER/KNOX
This complex has an EST 3 fire panel and system that was installed in the summer of 2017. Smoke detectors with sounder bases are located in each apartment, smoke detectors in the common areas and mechanical rooms. There are pull stations located by the exits. The notification devices are speakers and speaker/strobes. The system has mass notification capabilities from the main fire panel and from Public Safety. This system is monitored for alarms, troubles and supervisory alerts by Public Safety. The system has backup power from batteries and a generator.

HOUTS/HOSEY
This complex has an EST 3 fire panel and system that was installed in the summer of 2013. Smoke detectors with sounder bases are located in each room, detectors in the common areas and mechanical rooms. There are pull stations located by the exits. The notification devices are speakers and speaker/strobes. The system has mass notification capabilities from the main fire panel and from Public Safety. This system is monitored for alarms, troubles and supervisory alerts by Public Safety. Backup power is from batteries and a generator for the system.
NICKERSON

Nickerson has an EST 3 fire panel and system that was installed in the summer of 2012. There are smoke detectors with sounder bases in each room, detectors in common areas and mechanical rooms. There are pull stations located at each exit. This system has Mass Notification capabilities from the main fire panel and from Public Safety. There are speakers/strobes throughout the building and speakers in each room. This FACP is monitored by Public Safety. The system has backup power from batteries and a generator.

NATTINGER/BRADSHAW

This building has an EST 3 fire panel and system. It is monitored at Public Safety for alarms, troubles, and supervisory events. It was installed during the summer of 2016. There are smoke detectors with sounder bases located in each room, detectors in common areas and in the mechanical rooms. Pull stations are located by the exits. The notification devices are speaker/strobes and strobe lights. This system has mass notification capabilities from the main fire panel and from Dispatch in Public Safety. The system has backup power from batteries and a generator.

PANHELLENIC

This building has an EST3 Fire Alarm Control Panel. It was installed during the summer of 2019. The system has battery backup power. There are smoke detectors with sounder bases located in each room, smoke detectors in the common areas and detectors in the mechanical rooms. Pull stations are located by the exits and in the student office on the first floor. The notification devices are speakers and speaker/strobes. The system has mass notification capability from Public Safety and at the main FACP. The system is monitored for alarms, supervisory and troubles at Public Safety.

TODD

This apartment, residence, and dining hall complex has an EST 3 Fire Alarm Control Panel that was installed during the summer of 2019. The system has generator and battery backup power. There are smoke detectors with sounder bases located in each room/apartment, smoke detectors in the common areas, and detectors in the mechanical rooms. Pull stations are located by the exits and in the student office on the first floor. The notification devices are, speakers, and speaker/strobes. The fire panel and power supplies have backup power from batteries and a generator. This system has mass notification capabilities from Public Safety and at the main FACP. This system is monitored for alarms, supervisory alerts and troubles at Public Safety.

UNIVERSITY CONFERENCE CENTER

This building has an FCI 72 Series Panel that is a zone system. It was in service in 1984. It has a battery backup power located at the fire alarm panel. There are smoke detectors with sounders located in each room, smoke detectors in the common areas, and detectors in the mechanical room. Pull stations by stairs and front entrance/exit. The notification devices are horn/strobes.
**YEATER**

This building has an FCI 72 Series Panel that is a zone system. It was in service in 1985. Backup power is provided by a generator and batteries. There are smoke detectors with sounders located in each room, smoke detectors in the common areas, and detectors in the mechanical rooms. There is a pull station located outside the main office. The notification devices are horn/strobes. This system is monitored for alarms and troubles at Houts/Hosey and Public Safety. *This building is not used as apartments or residential housing.*

**SOUTH YEATER**

This building has an EST 3 fire panel and system that was installed in the summer of 2018. Smoke detectors with sounder bases are located in each room, smoke detectors in the common areas and mechanical rooms. There are pull stations located by the exits. The notification devices are speakers and speaker/strobes. The system has mass notification capabilities from the main fire panel and from Public Safety. This system is monitored for alarms, troubles and supervisory alerts by Public Safety. The system has backup power from batteries and a generator.

**GREENWOOD PARK**

The apartment complexes have stand-alone 120v with battery backup, combination smoke/carbon monoxide alarms installed in 2011 and 2012, with some being replaced in 2019/2020.

The Community Center Building has a conventional zoned fire alarm system that is monitored at Public Safety for alarms and troubles.

**CENTRAL VILLAGE**

The Community Building has a Gamewell/FCI zone fire alarm system with smoke detectors in the rooms, common areas and heat detection in the mechanical room. The apartment complexes have stand-alone 120v with battery backup, combination smoke/carbon monoxide alarms installed in 2011 and 2012 with some being replaced in 2019/2020.

**HUDSON**

This building has an FCI 72 Series Panel that is a zone system. It was in service in April of 1984. It has battery backup located at the fire alarm panel. There are system smoke detectors located in each room, common areas, and detectors in the mechanical rooms. There is a pull station by the main entrance and by the West entrance on First floor. The notification devices are horn/strobes. *This building is not used as apartments or residential housing - the ground and first floors are used as classrooms.*

**Plans for Future Improvements in Fire Safety**

The University continues to monitor, assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment is safe and reliable. Future improvements will be made as needed as part of the ongoing process.
### University of Central Missouri

#### Fire Drills in 2019 and Fire Systems in Buildings

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Drills</th>
<th>Smoke Detectors in Rooms</th>
<th>Fire Alarm Monitored Locally</th>
<th>Fire Alarm Monitored by Public Safety</th>
<th>Fire Extinguishers</th>
<th>Building Sprinklered</th>
<th>Mass Notification Capable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellis Complex</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas / Kitchen Ansul</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fitzgerald</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fraternity</td>
<td>2</td>
<td>Yes</td>
<td>No</td>
<td>No - Building Closed</td>
<td>Common areas</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Foster/Knox</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Rooms / Hallways and Childcare</td>
<td>No / Childcare Only</td>
<td>Yes</td>
</tr>
<tr>
<td>Houts/Hosey</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Nickerson</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas, apts., Theatre</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Nattinger/Bradshaw</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Panhellenic</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas / Kitchens</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Todd</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas, apts., Kitchen Ansul</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>University Conference Center</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Common areas</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>South Yeater</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Common areas</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Greenwood Park</td>
<td>0</td>
<td>Yes - Smoke and CO Alarms</td>
<td>No</td>
<td>No / Except Community Center</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Central Village</td>
<td>0</td>
<td>Yes - Smoke and CO Alarms</td>
<td>No</td>
<td>No / Except Community Center</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>The Crossing</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Fireworks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Date</td>
<td>Building and Address</td>
<td>Cause of Fire</td>
<td>Notes</td>
<td>Injured</td>
<td>Deaths</td>
<td>Property Damage</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------</td>
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<td>----------------------------</td>
<td>---------</td>
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<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>9/22/2018</td>
<td>Ellis Complex, 301 Anderson St.</td>
<td>Ellis Dining Hall</td>
<td>Unintentional Stovetop fire</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
<td></td>
</tr>
<tr>
<td>4/3/2019</td>
<td>Fitzgerald, 100 Houx St.</td>
<td></td>
<td>No Fires Reported 2017-2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/3/2019</td>
<td>Fitzgerald - 4th Floor</td>
<td></td>
<td>Unintentional Phone Charge in Outlet</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
<td></td>
</tr>
<tr>
<td>4/29/2018</td>
<td>Fraternity Complex, 900 S. Holden St.</td>
<td>Fraternity - Basement Kitchen</td>
<td>Unintentional Unattended food in Oven</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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</tr>
<tr>
<td>11/6/2019</td>
<td>Fraternity - Unit A</td>
<td></td>
<td>Unintentional Dirty Stove Top Burner Pan</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>None</td>
<td>Foster/Knox, 311 E. Clark St.</td>
<td></td>
<td>Total Fires Reported 2017 = 0, 2018 = 0, and 2019 = 0</td>
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<tr>
<td>None</td>
<td>Houts/Hosey, 615 S. Washington St.</td>
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<td>Total Fires Reported 2017 = 0, 2018 = 0, and 2019 = 0</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>1/20/2018</td>
<td>Nickerson, 603 S. Washington St.</td>
<td>Nickerson - West Lobby Kitchen</td>
<td>Unintentional Oven Fire</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
<td></td>
</tr>
<tr>
<td>1/12/2018</td>
<td>Nattinger/Bradshaw, 620 S. Washington</td>
<td>Bradshaw - 3rd Floor</td>
<td>Unintentional Metal Sauce Packet in Microwave</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>None</td>
<td>Panhellenic, 614 S. College St.</td>
<td></td>
<td>Total Fires Reported 2017 = 0, 2018 = 0, and 2019 = 0</td>
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<tr>
<td>None</td>
<td>Todd/South Todd, 113 Houx St.</td>
<td></td>
<td>Total Fires Reported 2017 = 0, 2018 = 0, and 2019 = 0</td>
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<td></td>
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</tr>
<tr>
<td>2/15/2019</td>
<td>University Conference Center - 1st Floor Lounge</td>
<td>University Conference Center - 1st Floor Lounge</td>
<td>Unintentional Dirty Stove Top Burner Pan</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>1/20/2017</td>
<td>South Yeater, 606 S. Holden St.</td>
<td>South Yeater - 1st Floor</td>
<td>Unintentional Cooking in a Microwave</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>2/19/2017</td>
<td>South Yeater - 1st Floor</td>
<td>Unintentional Food left in pan on Stovetop</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>2/26/2017</td>
<td>South Yeater - 1st Floor</td>
<td>Unintentional Grease from pan hit burner</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>8/16/2019</td>
<td>South Yeater - 1st Floor</td>
<td>Unintentional Dehumidifier Motor</td>
<td>0</td>
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<tr>
<td>None</td>
<td>Greenwood Park, 900 S. Washington St.</td>
<td>Greenwood - Building 6</td>
<td>Unintentional Food inside oven</td>
<td>0</td>
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<td>$0 - $99</td>
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<tr>
<td>1/30/2019</td>
<td>Greenwood - Building 6</td>
<td>Unintentional Stovetop fire</td>
<td>0</td>
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<tr>
<td>11/29/2018</td>
<td>Central Village - Building 1</td>
<td>Unintentional Stovetop fire</td>
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<td>$0 - $99</td>
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<td>12/11/2018</td>
<td>Central Village - Building 4</td>
<td>Unintentional Toaster Oven fire</td>
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<tr>
<td>None</td>
<td>The Crossing, 114 W. South St.</td>
<td></td>
<td>Total Fires Reported 2017 = 1, 2018 = 1, and 2019 = 2</td>
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<tr>
<td>9/8/2017</td>
<td>The Crossing - 3rd Floor</td>
<td>Unintentional Overheated hair grease on stove</td>
<td>0</td>
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<td>$0 - $99</td>
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<td></td>
</tr>
<tr>
<td>9/19/2018</td>
<td>The Crossing - 4th Floor</td>
<td>Unintentional Unattended food on Stovetop</td>
<td>0</td>
<td>0</td>
<td>$0 - $99</td>
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<tr>
<td>2/10/2019</td>
<td>The Crossing - 1st Floor</td>
<td>Unintentional Unattended food on Stovetop</td>
<td>0</td>
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<td>$0 - $99</td>
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<td>5/17/2019</td>
<td>The Crossing - 1st Floor</td>
<td>Unintentional Unattended food on Stovetop</td>
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<td>$0 - $99</td>
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</table>