



**CINCINNATI COLLEGE OF MORTUARY SCIENCE**  
**2020**  
**ANNUAL CAMPUS SECURITY REPORT**

### Policy for Reporting the Annual Disclosure of Crime Statistics

The Cincinnati College of Mortuary Science (“CCMS” or the “College”) prepared this Annual Security Report (“ASR”) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act, which expanded the Clery Act to afford additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. This includes statistics for the previous three years concerning reported crimes that occurred on CCMS campus and on public property within or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security and other matters.

Each year, the College provides email notification of the website URL where this report is available online to all faculty, staff, and enrolled students. Notification is also sent to prospective students and employees. These notifications include a statement of the report’s availability, a link to the exact URL where the ASR is located, a brief description of the report’s contents, and a statement that the College will provide a paper copy of the ASR upon request. Requests should be directed to the Vice President and Chief Operating Officer at (513)-618-1929. Paper copies will be provided at no cost.

### Emergency Numbers

College President’s Office		(513) 618-1923
Campus Clery Act Safety Officer		(513) 618-1922
College Business Office		(513) 618-1925
College Representative Office		(513) 761-2020
Title IX Coordinator		(513) 618-1933
Springfield Township Police	<i>Emergency</i>	<b>911</b>
	<i>Non-Emergency</i>	(513) 729-1300
Hamilton County Sheriff	<i>Emergency</i>	<b>911</b>
	<i>Criminal Investigation</i>	(513) 851-6000
	<i>General Information</i>	(513) 946-6400

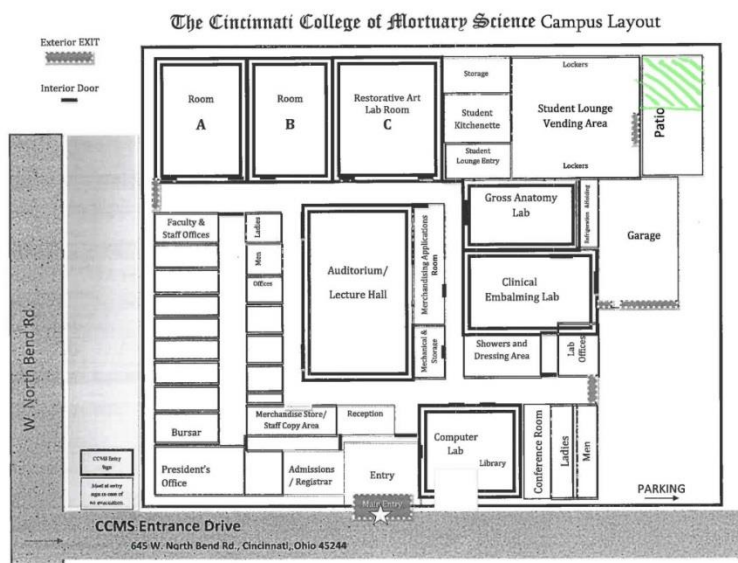
# Crime Statistics

Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies. They include reports of crimes on campus, at non-campus buildings or properties, and on certain public property, defined as follows:

## Campus

1. Any building or property owned or controlled by CCMS within the same reasonably contiguous geographic area and used by CCMS in direct support of, or in manner related to, CCMS's educational purposes; and,
2. Any building or property within or reasonably contiguous to the area identified in paragraph (1) that is owned by CCMS but controlled by another person, is frequently used by students, and supports CCMS'S institutional purposes.

CCMS is located at 645 W. North Bend Rd., Cincinnati, Ohio 45224 in Springfield Township, which is centrally located in the northern portion of Hamilton County, Ohio in Greater Cincinnati. Springfield Township may be accessed by I-75, I-275, and Ronald Reagan Cross County Highway.



## Non-campus building or property

1. Any building or property owned or controlled by a student organization that CCMS officially recognizes; or
2. Any building or property owned or controlled by CCMS used in direct support of, or in relation to, CCMS's educational purposes that is frequently used by students and is not within the same reasonably contiguous geographic area of CCMS.

CCMS has no residence halls and recognizes no off-campus housing or off-campus student organizations. There are no non-campus buildings or properties.

## Public property

The Clery Act defines “public property” as the geographical area directly bordering the campus. It is all public property, including streets, sidewalks, and parking facilities, within the campus or immediately adjacent to and accessible from it.

## CCMS Campus Reports

CCMS operates no off-campus housing and recognizes no off-campus student. The College also operates no residential facilities. These categories are omitted from the below statistical criteria.

### Campus Security Act Reporting, 2017-2019<sup>1</sup>

OFFENSE	CAMPUS			PUBLIC PROPERTY		
	2019	2018	2017	2019	2018	2017
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0

“Hate crimes” (crimes of prejudice) are to be reported according to category of prejudice for the specified crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, gender identity, or national origin of the victim. There were no reported hate crimes on campus for the years 2017, 2018, or 2019. There were no reported crimes on campus that were determined to be unfounded for the years 2017, 2018, or 2019.

### Violence Against Women Reauthorization Act of 2013 for the Campus

OFFENSE	CAMPUS			PUBLIC PROPERTY		
	2019	2018	2017	2019	2018	2017
DOMESTIC VIOLENCE	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0
STALKING	0	1	0	0	0	0

There were no reported crimes on campus that were determined to be unfounded for the years 2017, 2018, or 2019.

<sup>1</sup> Each year is defined as beginning October 1 of the prior year.

## Arrests for the Campus

OFFENSE	CAMPUS			PUBLIC PROPERTY		
	2019	2018	2017	2019	2018	2017
LIQUOR LAW ARRESTS	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0

There were no reported crimes on campus that were determined to be unfounded for the years 2017, 2018, or 2019.

## Disciplinary Actions for the Campus

OFFENSE	CAMPUS			PUBLIC PROPERTY		
	2019	2018	2017	2019	2018	2017
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0

## Reporting Crimes

In the event of an emergency, dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside the building, or on campus should be reported to Campus Security Authorities.

Nearly every College employee is a Campus Security Authority to whom you may report a crime or security issue. Campus Security Authorities do not include adjunct professors, front desk support, or student employees (e.g., Lab Assistants). Relevant contact information to report crimes is found on page 1 of this report under Emergency Numbers.

CCMS encourages anyone who is the victim of, or witness to, any crime to report the incident promptly to the local police. In the event that a student witnesses or is a victim of any crime or other criminal activity, the student should:

1. Retreat to safety;
2. Seek medical attention if needed;
3. Inform law enforcement of the incident (CCMS strongly suggests that a victim of sexual assault report the incident timely. Time is a critical factor for evidence collection and preservation); and
4. Complete the Incident Report (included with this Report) and submit it to the Safety Officer or his/her designee. See also <https://www.ccms.edu/about/safety/>.

All reports will be investigated. Violations of the law will be referred to the Springfield Township Police Department and Campus Security Authorities, where appropriate.

## Confidentiality

Violations of law will be referred to law enforcement agencies. CCMS does not permit the College to promise confidentiality to those who report crimes except under certain prescribed circumstances. For example, some off-campus reports also may be legally confidential (e.g., reports to clergy or healthcare professionals). And reports that are confidential by law will not be reported to the College for inclusion in the annual crime statistics report.

CCMS will preserve the confidentiality of reporting student identities and information to the extent possible and allowed by law. A person may, in certain circumstances, speak confidentially with a Campus Security Authority. This information may be withheld from the police, but will be included for statistical purposes in the ASR.

How much the College can protect the identity of victims of sex-based offenses contained in police reports is not absolute; however the College uses its best efforts to protect the identity of the victim and the intimate details of the report. The identity of an uncharged suspect may be withheld.

Crimes involving CCMS students will be referred to the proper authority for investigation and discipline.

## Timely Warnings

### Campus Crime Alert

In the event of a potentially dangerous situation involving the College community, either on or off campus, that, in the judgment of the College President (in consultation with the police) constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued without delay. A Crime Alert will be issued to students and employees through the College email system and social media platform. Written notice will be posted and in-class announcements or other appropriate means will also be used as necessary. The purpose of a Crime Alert is to enable persons to protect themselves, to heighten safety awareness, and to seek information that will lead to an arrest and conviction of the perpetrator when violent crimes against persons or major crimes against property have occurred.

**The victim’s name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert. See additional information below.**

### Emergency Notification v. Crime Alert

If there is an immediate threat to the health or safety of students or employees occurring on campus, CCMS will issue an Emergency Notification. No Crime Alert based on the same circumstance will be issued. That said, follow-up information will be disseminated to the community as needed.

### Publicly Available Recordkeeping

The College does not publish the name or other personally identifying information of crime victims in the College’s daily crime log or in Crime Alerts or Emergency Notifications. Even so, police reports are open for inspection and copying under Ohio’s Public Records Act. How much CCMS can protect the identity of a victim in police reports is not absolute; however, the College

uses its best efforts to protect the identity of the victim and the intimate details of the report. The College specifically has a right to withhold the identity of an uncharged suspect.

## Emergency Notification and Response

### Emergency Response Procedures

An emergency or disaster can occur at any time and any place. Being prepared for these situations is imperative to the health and safety of faculty, staff, students, and guests on campus. A Disaster Response and Emergency Closing Guide (“Plan”) is given to all employees and outlines all important emergency contacts, building evacuation procedures, the College’s communication plan during times of emergency, and an outline of the Systems and Services available in the event of emergency. All faculty and staff are provided an emergency action plan designed to access quickly pertinent information in critical times of need. The Plan is also available throughout the campus for students to review and is reviewed with students during orientation. It includes a step-by-step guide for these emergencies:

- Medical
- Fire
- Severe Weather
- Hazardous Material Spill
- Violence or Threatening Behavior
- Evacuation
- Active Shooter

### Emergency Notification System—Notification of an Immediate Threat

The College maintains several systems to alert the campus community about emergencies. Depending on the circumstances, the following may be used:

- Email
- Twitter
- CCMS Social Media Pages
- Media
- Telephone Trees
- Text Message through Populi
- College Homepage

Emergency messaging will mainly be used for those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of the campus or cancellation of classes (i.e., severe weather, chemical spills, fires, and crimes). Messages about criminal activity generally will not be sent using these systems unless it is decided there is an imminent threat of danger. In those cases when a crime has been reported and the police determine that, although there is no immediate threat, the crime represents a serious or ongoing threat to the campus community, a Crime Alert will be issued, as described above. **The victim’s name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert.**

The emergency notification system is provided along with existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms, tornado sirens).

The College will generally provide follow-up information to the community as appropriate on the College's website portal and through email messaging.

Upon confirmation by the College of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on campus, in the judgment of the College President (in consultation with police), an Emergency Notification will be issued without delay unless issuing a message will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency situation. The College President and police will determine the content of the message, the appropriate segments of the campus community to receive the message, and method(s) described above to communicate to the campus community. The College has prepared a communication plan during times of emergency to ensure the safety of the entire campus.

## Emergency Response and Evacuation Procedures

To report an emergency:

- Police: **911**
- Fire: **911**

Evacuation Procedure:

Evacuation will follow the following order unless circumstances dictate otherwise:

- Evacuate persons in immediate danger; and
- Evacuate areas of the facility as directed by the College President and be announced overhead and through the email system.

Evacuations may be, partial (from one area to another area) or total (removal of everyone from the building).

If there is an evacuation of the building, all occupants will gather in the southeast corner of the parking lot.

Evacuation routes are posted on campus. In a building evacuation, students must exit the building and meet at the designated meeting location. Again, the designated meeting location southeast corner of the parking lot. Students may only leave campus once they have met at the designated meeting location and have been accounted for.

## Emergency Drills, Testing, and Evacuation Procedures

Exercises designed to test CCMS's emergency procedures and preparedness are conducted at least annually and may be conducted in the form of a drill, functional, or full scale exercise. These exercises may include not only College personnel, but also local first responders and government agencies.

The College documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced.

## Annual Publication

General information about the College's response and evacuation procedures is publicized each year as part of the ASR in compliance with the Clery Act.

## Building Security, Access, and Maintenance

### Campus

Persons who do not have legitimate business on campus may be asked to leave or considered trespassers. CCMS is equipped with a security system featuring cameras and a cloud-based storage system that allows administrators to access it remotely 24/7. The CCMS campus will be locked 24 hours per day, except for special events such as open house, graduation, etc. Each student, staff, and faculty member is issued an ID badge that is programmed to allow access to particular external and internal doors. Students and employees must wear their ID badges around their neck, on a lanyard, or in an otherwise approved and apparent manner, at all times during school hours and events, except for during Clinical Lab/Gross Lab. Lost ID badges should be reported to the Vice President and Chief Operating Officer immediately, and will be subject to a replacement fee. Visitors to CCMS will be buzzed in at the main external door, required to check-in, and will then be issued a visitor badge by a designated CCMS employee.

Springfield Township Police are fully commissioned Ohio police officers. They have full arrest powers and are armed.

Police patrol the campus and surrounding areas regularly. The Vice President and Chief Operating Officer for CCMS regularly monitors the maintenance of facilities, landscaping, and lighting on campus. All lights are on timers and employees are told to notify the Vice President and Chief Operating Officer if any lights are out.

Panic alarms are located throughout the interior of the facility.

CCMS does not have resident housing for students.

## Law Enforcement Authority and Jurisdiction

The campus is in Greater Cincinnati, Ohio within the jurisdiction of the where the Springfield Township Police Department. Springfield Township Police Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. The Springfield Township Police Department has commissioned officers and full arrest powers.

The Springfield Township Police Officers can and do respond to student-related incidents on campus. They have direct communication with the fire department and ambulance services to facilitate rapid response in any emergency situation.



# Campus Crime Prevention and Security Awareness Programs

## Security Awareness Programs

At each new student orientation, students are informed of safety services offered by CCMS. Students are provided more information on local police force services. Students are also routinely informed of ways to maintain personal safety. Similar information is presented to new employees.

New students and new employees, no matter when they enter into enrollment or employment throughout the year, are provided with an orientation packet that cites where to locate many items on the College website, including the ASR. The ASR is posted on the College website for CCMS employees and CCMS students. The ASR contains current crime statistics and safety information about the College.

CCMS provides Active Shooter training to students and employees. The College also organizes periodic programs on campus that deal with student safety. Program schedules are communicated to students through student email messages, and bulletin boards in common areas on the campus. Safety announcements and pointers are provided to students and employees by posting on bulletin boards around campus.

## General Safety Precautions

A common theme of all awareness and crime prevention programs is to encourage students and employees to understand their responsibility for their own safety and the safety of others.

Members of the CCMS community are encouraged to assume responsibility for their own personal safety and security of personal belongings by taking the following simple, common-sense precautions.

- Although the campus is well lighted, do not walk alone after dark
- Keep purses/billfolds and other valuables with you or in a locker
- Do not record your address on your key ring
- Do not provide personal identifying information over the phone
- Report any unusual circumstances

## Disclosure of Disciplinary Actions

### To Victim of an Alleged Sex-Based Offense

Both the accuser and the accused will be simultaneously informed, in writing, of the outcome of any institutional proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, stalking, or other forcible sex-based offense. The accuser and the accused will also be informed of the procedures to appeal the results of the Resolution Process (defined below); of any changes to the results that occur prior to the time that such results become final; and when such results become final.

## To Victims of an Alleged Perpetrator of a Crime of Violence

Upon written request, CCMS will disclose to the alleged victim of any crime of violence or a non-forcible sex offense the results of any Resolution Process conducted by the institution involving a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information will be provided, upon request, to the next of kin of the alleged victim.

## Alcohol, Drug, and Substance Abuse Policies

The following information is provided in response to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires that the College show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The College certifies that it is in compliance with this law in order to receive any federal funds. The law requires, in part, the annual distribution of the following descriptive statements to each College student and employee. There is no distinction between full-time and part-time or permanent and temporary students and employees.

The unlawful possession, use, consumption, or distribution of drugs and/or alcohol by students or employees on College property or as a part of any College activity is prohibited. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject as well to disciplinary actions by the College, in conformity with *The Student Handbook*. Sanctions for violations may include suspension, and/or termination/dismissal, as well as compulsory attendance at drug/alcohol education programs or other appropriate disciplinary measures.

### Legal and Responsible Use of Alcohol

The consumption of alcohol is limited through laws that establish minimum drinking ages, drinking and driving laws and so on. The possession or use of alcohol by anyone under 21 years is illegal, and individuals in violation will be subject to disciplinary action by CCMS. Alcoholic beverages are never served to students during any campus events. Individuals who violate laws on alcohol and its use may be subject to disciplinary action including possible expulsion from the College.

### Drug Use

The use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. The use, offer for sale, sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant (such as glue or paint) except as expressly permitted by law is also prohibited. Possession of drug paraphernalia is also prohibited. Individuals who bring or use illegal drugs onto campus are subject to disciplinary action possible expulsion from the College. More information can be found in the drug abuse policies published in the *Student Handbook*.

### Alcohol and Other Drug Education

CCMS encourages education to assist students to understand the consequences of current and future behavior as it relates to drug and alcohol use. CCMS provides students notice of the harmful effects of alcohol and drug use in its *Student Handbook*. CCMS requires new students attend an orientation before or contemporaneous with the start of their cohort.

The Cincinnati College of Mortuary Science has a Drug and Alcohol Free Awareness Program (DAFAP) in four phases. Phase I—Provide students and employees with warnings and awareness of the dangers of abuse. Phase II—the College has implemented a policy for a drug and alcohol free environment. Phase III—Provide students and employees notice of counseling and assistance programs. Phase IV—discipline for non-compliance with the College’s policy. Non-compliance will lead to the following:

- The student or employee will be required to participate actively in a drug or alcohol abuse or rehabilitation program approved by federal, state, or local enforcement agencies (see Schedule A)
- Community service
- Suspension or Termination of enrollment or employment

## Counseling, Treatment, and Rehabilitation Services

The College shows its commitment to eliminating illegal drug use and resolving alcohol problems by offering students and employees the opportunity to participate in assistance programs. A non-exhaustive list of services provided at Schedule A includes organizations focusing on alcohol and drug abuse, anxiety, and depression, family relationships, job, and legal concerns, marital and other relationship difficulties, and self-esteem issues. Those needing assistance should contact the appropriate organization on Schedule A for help. There may be additional appropriate services available as well.

## Violence Against Women/Campus SaVE

The College intends to maintain a safe, secure, living, learning, and working environment. This includes providing an environment free from sexual harassment, domestic violence, dating violence, and stalking. All members of the College community are expected to conduct themselves in a manner that does not infringe on the rights of others.

## Sexual Offense Prevention and Response

CCMS intends to maintain a healthy and safe learning, living, educational, and working environment that is free from gender discrimination and harassment and to creating an environment that promotes responsibility, dignity, and respect in matters of sexual conduct. The College’s Title IX Policy prohibits “Sexual and Interpersonal Offenses” such as sexual assault, sexual misconduct, sexual violence, domestic violence, dating violence, and stalking. “Sexual assault” includes any physical sexual act directed against another person forcibly, against the victim’s will, when the victim is incapable of giving consent (e.g., when the victim is intoxicated), or when the act constitutes statutory rape. “Sexual Offense” is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Sexual conduct requires consent. Consent must be voluntary. It cannot be inferred from silence, passivity, or lack of active resistance alone. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the accused substantially impairs the victim/survivor’s judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, by itself, constitute consent.

Victims of assault or sexual offenses on CCMS's campus should contact the Title IX Coordinator at (513) 618-1933, a member of the College administration, or the police (dial 911). The Title IX Coordinator will assist in notifying authorities, if requested.

The first priority for a victim of sexual assault should be to get to a place of safety, followed by necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident promptly. Time is a critical factor for evidence collection and preservation.

#### *Pre August 14, 2020 Procedures<sup>2</sup>*

The CCMS Title IX Coordinator will help students or employees:

- Assist the student in immediately attending to any medical needs. The Coordinator can arrange for a professional staff member to accompany the student to the hospital if requested by the student.
- Assist the student in contacting a support person such as a friend or parent, if desired.
- Assist the student in obtaining a CCMS no-contact order, a court-issued restraining order, or other lawful order of protection.
- Provide information on medical and psychological resources available.
- Provide academic support services, including tutoring.
- Change working conditions.
- Provide transportation/parking options.
- Assist the student in filing a complaint with the police or other appropriate police department if off-campus. The Coordinator is required by law to notify appropriate law enforcement authorities of any sexual assault, domestic violence, dating violence, and stalking reported to her.

Filing a report with the Police will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and College Resolution Process simultaneously, or only the latter. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. The Coordinator and CCMS, where appropriate, may take immediate or interim administrative action against the alleged respondent, such as a "no contact" directive, interim suspension, academic modification, or other measures designed reasonably to minimize the possible recurrence of, and mitigate the effects of, the alleged conduct. Students and employees may, upon request, obtain interim support services, such as changing academic, working, and transportation circumstances from the Coordinator. No police report, complaint, or investigation need occur before this option is available. The Coordinator will exercise discretion and sensitivity about sharing the identity of the victim/survivor when arranging for interim support services. A victim/survivor can access these services at any time, even if the student initially declined the service.

These services include, but are not limited to, the following:

- Providing academic support services including tutoring

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<sup>2</sup> The U.S. Department of Education implemented amended Title IX regulations effective August 14, 2020, which, among others, modified how institutions are to investigate and adjudicate claims related to sex offenses. Because this Annual Security Report covers both pre- and post-August 14, 2020 College policies, both are included in it.

- Changing the students' work situation
- Transportation/parking options
- Prohibiting any contact between the parties
- Assisting the victim/survivor in obtaining a CCMS no-contact order or a court-issued restraining order or other lawful order of protection

To the extent possible, the College will maintain as confidential any accommodations or protective measures provided to the victim.

The College will follow the disciplinary proceedings and guidelines for cases involving student misconduct detailed in the Title IX Policy for incidents of sex based offenses. However, in the case of a sexual offense, the accused and the victim will each be allowed to choose one person, including an attorney, to accompany them throughout the hearing. Disciplinary hearings for alleged sexual misconduct violations will be held before a trained Administrative Hearing Panel (two faculty and one staff member). The hearings are designed to provide a prompt, fair, and impartial investigation and resolution of the complaint. The College is committed to addressing all complaints of sexual misconduct and/or physical or mental abuse or harm in a prompt and equitable manner. Respondents will be treated with respect before, during, and after the investigation and resolution. Upon receipt of a complaint, the Coordinator will generally conduct the initial review and assessment within 1 to 3 days, the Procedural Review within 3-5 days, and the hearing will occur within 21 calendar days thereafter. Appeals will typically be conducted within 28 calendar days following the appeal of the written decision from the hearing. These timelines may be extended based upon the complexity, severity, and extent of the misconduct or for good cause. The timelines may also be affected by semester break periods. The standard of review used to determine responsibility on campus is a "preponderance" standard. This determination is based on the greater weight of the information and does not require proof beyond a reasonable doubt.

Both the victim and accused will be informed of the outcome of the hearing. The outcome of the hearing means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. A student found to have violated the College's Title IX Policy could be criminally prosecuted in the Ohio courts and subject to a range of disciplinary actions. Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, probation, counseling, and/or other educational sanctions. Where there is such a finding, expulsion is the starting point, but the Hearing Panel has discretion to impose different sanctions, if appropriate. Factors pertinent to the determination of sanctions include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared with Panel only if there is a finding of responsibility by the Panel), previous CCMS responses to similar conduct, and CCMS's interests (e.g., providing a safe environment).

#### *Post August 14, 2020 Procedures*

Upon making a report, the Title IX Coordinator will promptly reach out to the alleged victim ("Complainant") to discuss the availability of supportive measures (including that they are available with or without the filing of a formal complaint) and explain to the alleged victim the process for filing a formal complaint.

Making a report differs from filing a formal complaint. Making a report will not, by itself, trigger the full complaint resolution process. Only the filing of a formal complaint will trigger the full complaint resolution process. And only after an adjudication of responsibility (or after an agreed resolution has been reached) will CCMS take disciplinary action against the accused ("Respondent").

As appropriate, the Title IX Coordinator will provide supportive measures to the Complainant and the Respondent. Supportive measures include non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to CCMS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or CCMS's educational environment, or deter conduct in violation of this policy. Supportive measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. CCMS will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining that confidentiality would not impair the ability of CCMS to provide the supportive measures.

If, after conducting an individualized safety and risk analysis, CCMS determines that an immediate threat to the physical health or safety of any student or other individual arises from the reporting/complaining party's allegations, CCMS may immediately remove the Respondent from all of CCMS's education programs and activities. In such a case, CCMS will promptly provide the Respondent with notice and an opportunity to challenge the removal. The Respondent's challenge must be submitted to the Appeal's Officer, which is the President unless there is a conflict of interest, which would cause it to go to the Chair of the Board of Trustees or his/her designee. If the Respondent is a non-student employee, CCMS retains complete authority to place the Respondent on administrative leave for the pendency of the complaint resolution process.

The College will follow the disciplinary proceedings and guidelines for cases involving student misconduct detailed in the Title IX Policy for incidents of sex based offenses. Complainants and Respondents will be treated equitably, fairly, and with respect before, during, and after the investigation and resolution. The parties have a right to have an advisor present with them throughout all stages of these processes. The party's advisor may be an attorney. If a party cannot afford to retain his/her own advisor, CCMS will provide an advisor for that party.

Disciplinary hearings for alleged sexual misconduct violations will be held before a trained Administrative Hearing Panel (two faculty and one staff member). The hearings are designed to provide a prompt, fair, and impartial investigation and resolution of the complaint. The College is committed to addressing all complaints of sexual misconduct and/or physical or mental abuse or harm in a prompt and equitable manner. The standard of review used to determine responsibility on campus is a "preponderance" standard. This determination is based on the greater weight of the information and does not require proof beyond a reasonable doubt.

Complainants and Respondents, as well as their advisors, are entitled to and will be provided an opportunity to inspect and review the same information and evidence. This includes any information, evidence, or allegation learned as a result of the Title IX Coordinator's investigation into the formal complaint. Respondents are entitled to a presumption of non-responsibility throughout the process unless they are adjudicated through this Complaint Resolution process as responsible for a violation of this policy. At all times, CCMS will have the burden of proof and the burden of gathering evidence. However, CCMS's ability to obtain relevant information and evidence will turn on the willingness of the parties and/or witnesses to engage in the investigatory process. And access to medical records or other sensitive or confidential documents can often only be obtained with the person's voluntary, written consent. Throughout

the investigation, each party will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

No party will be restricted in his/her ability to discuss the allegations under investigation or to gather and present relevant evidence. All evidence gathered during the investigation will be made available to the parties for potential use during the hearing. The Hearing Panel will objectively evaluate all relevant evidence – including both inculpatory and exculpatory evidence. Any credibility determinations made by the Hearing Panel will not be based on a person's status as a Complainant, Respondent, or witness.

CCMS will accommodate concerns for personal safety, well-being, and/ or confrontation among the Complainant, the Respondent(s) and other witnesses by using physical or technological means that still enables the Hearing Panel and the parties simultaneously to see and hear the party or the witness answering questions.

The Hearing Panel's written decision will be delivered simultaneously within 14 days of the Hearing. The decision will include identification of the allegations potentially constituting a policy violation; a description of the procedural steps taken from receipt of the formal complaint through the hearing; findings of fact and conclusions applying the policy to those facts; the rationale for the finding related to each allegation; any disciplinary sanctions on the Respondent, any remedies designed to restore or preserve equal access to CCMS's education programs and activities to the Complainant; and the permissible bases for appeal.

Both the victim and accused will be informed of the outcome of the hearing. The outcome of the hearing means only the institution's final determination on the alleged sex offense and any sanction that is imposed against the accused. A student found to have violated the College's Title IX Policy could be criminally prosecuted in the Ohio courts and subject to a range of disciplinary actions.

Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, probation, counseling, and/or other educational sanctions. When there is such a finding, expulsion is the starting point, but the Hearing Panel may impose different sanctions, if appropriate. Factors pertinent to the determination of sanctions include, but are not limited to, the conduct at issue, prior disciplinary history of the Respondent (shared with Panel only if there is a finding of responsibility by the Panel), previous CCMS responses to similar conduct, and CCMS's interests (e.g., providing a safe environment).

## Programming, Education, and Resources

During student orientation, the College presents on domestic situations and abuse, and educates the students on risk reduction and security services offered. Also during orientation, students are informed about bystander intervention and provided information on safe and positive options for bystander intervention. The College informs its employees about bystander intervention and domestic situations and abuse during faculty/staff training. Information on bystander-focused prevention of sexual violence is also available to students outside orientation and training.

The College holds periodic programs to enhance awareness regarding rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Title IX Coordinator maintains literature on sexual assault, date rape education, and risk reduction, which is available to all students and employees.

## Supportive Services

The College's Title IX Coordinator will assist any victim/survivor of sexual assault to get the help they need. The Women Helping Women Organization maintains a 24-hour rape crisis helpline at 513-381-5610. The website is located at <http://www.womenhelpingwomen.org/>.

## Title IX Efforts

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The Title IX Coordinator may be reached directly at 513-618-1933, through the main telephone number at 513-761 2020, by email to [titleix@ccms.edu](mailto:titleix@ccms.edu), or by mail to 645 W. North Bend Road, Cincinnati, Ohio 45224.

## Sexual Offender Registration

The Hamilton County Sheriff's office has responsibility for registration of sexual predators under Ohio's Sex Offender Registration and Notification (SORN). CCMS will make available to the College community information on any sexual offender who enrolls in or is employed by the College. The information is made available to CCMS by the Hamilton County Sheriff's office and maintained in the President's office. Information concerning registered sex offenders may be obtained from the Hamilton County Sheriff's Office online at <http://www.hcso.org/>.



Schedule A  
DEPENDENCY ASSISTANCE PROGRAMS—Cincinnati Area Services

**PREVENTION AND TREATMENT:**

Addiction Services Council/Alcoholism Council of the Cincinnati Area:  
2828 Vernon Place  
Cincinnati, OH 45219 (513) 281-7880

**INFORMATION AND REFERRAL:**

Alcoholism Council of the Cincinnati Area (513) 281-7880  
Envision Partnerships (513) 868-2100  
Clermont County Recovery Center (513) 735-8100  
Addiction Services Council (859) 577-2273  
Drug and Poison Control (513) 558-5111  
Talbert House (513) 281-2273  
Prevention First (Formerly Coalition for a Drug Free Greater Cincinnati) (513) 751-8000  
Mental Health Recovery Centers (513) 695-1354

**COMMUNITY PREVENTION SERVICES:**

Alcoholism Council Cincinnati Area (513) 281-7880  
Ohio Prevention and Education Resource Center (800) 788-7254  
Alcohol/Chemical Dependency Center of Butler County (513) 868-2100  
Clermont County Recovery Center (513) 735-8100  
Drug and Poison Information Center (513) 636-5063

**SELF-HELP ORGANIZATIONS:**

AA Cincinnati (513) 861-3500  
AA Northern KY (859) 491-7181  
Al-Anon (513) 771-5959  
Narcotics Anonymous (513) 820-2947  
Tough Love (937) 224-4300  
Middletown Central Club (513) 424-9488

**INTERVENTION SERVICES:**

Alcoholism Council of the Cincinnati Area (513) 281-7880

**SERVICES FOR WOMEN:**

Alcoholism Council of the Cincinnati Area (513) 281-7880  
The Crossroads Center Chaney Allen Program (513) 475-5313  
Sojourner (513) 896-3465  
First Step Home (513) 921-4663  
Transitional Housing (800) 334-8893  
Transitions (859) 491-4435

**SERVICES FOR MEN:**

Alcoholism Council of the Cincinnati Area	(513) 281-7880
Prospect House	(513) 921-1613
SOS Hall, Hamilton	(513) 863-2983
Salvation Army Rehabilitation	(513) 351-3457
Sojourner	(513) 896-3465
Transitional Housing	(800) 334-8893
Transitions	(859) 491-4435

**EMPLOYEE ASSISTANCE PROGRAMS:**

TriHealth EAP	(513) 891-1627
Ohio Employee Assistance Program	(800) 221-6327

**DUI SERVICES:**

Alcoholism Council of the Cincinnati Area	(513) 281-7880
Talbert House	(513) 281-2273

**METHADONE SERVICES:**

The Central Community Health Board	(513) 559-2056
Center for Chemical Addictions Treatment	(513) 381-6772
Sojourner Recovery Services Opiate Treatment	(513) 671-7117
Hospital (Cincinnati VA Medical Center)	(513) 861-3100

**DROP IN CENTERS:**

Alcoholic Drop-in	(513) 721-0643
City Gospel Mission	(513) 241-5525

<b>CINCINNATI SUICIDE PREVENTION HOTLINES:</b>	<b>(800) 273-8255</b>
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Cincinnati College of Mortuary Science  
INCIDENT REPORT



Date of report (mm/dd/yy)

**Reporting Person Contact Information**

Reported by:  Victim  A third party  
First name \_\_\_\_\_ Last name \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Victim/Survivor Contact Information** (if different from above)

First name \_\_\_\_\_ Last name \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Incident Information**

Date of incident (mm/dd/yy) \_\_\_\_\_ Time of incident (if known) \_\_\_\_\_ A.M. P.M.

Location of incident \_\_\_\_\_

List any witnesses who were present or may be able to provide relevant information

Description of incident (*Please provide specific, detailed information; you may attach additional documents if necessary.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the victim want/need medical attention?  Yes  No  Unknown

To your knowledge, has the incident been reported to any of the following?

- CCMS Safety Officer
- CCMS Title IX Coordinator
- CCMS President
- Other CCMS faculty/staff member
- Police (Date Report Filed: \_\_\_\_\_)

**Certification & Signature**

I hereby certify that the information I have provided is true and correct to the best of my knowledge.

Signature \_\_\_\_\_  
Printed name \_\_\_\_\_ Date \_\_\_\_\_

Submit this completed form to CCMS Safety Officer, Title IX Coordinator, or President

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