
KANSAS STATE
UNIVERSITY

Annual Campus Security
and
Fire Safety Report

2011

Crime statistics
for calendar years
2008, 2009, 2010

Office of Student Life
102 Holton Hall
Kansas State University
Manhattan, KS 66506-1303



Message from the president

The safety and security of our students, faculty, and staff is a consistently top priority at Kansas State University. We are committed to providing an environment that is safe to all who learn, work, or visit on our campus. Student leaders, academic departments, and administrative units combine their concerns and talents to promote campus safety. This report is one result of that collaborative effort. We ask that you join the team by reading this report and using the information; a truly safe campus requires the cooperation of all students, faculty, and staff.

President Kirk H. Schulz
Office of the President
110 Anderson Hall
Kansas State University



KANSAS STATE
UNIVERSITY

Notice of nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other nonmerit reasons, in admissions, educational programs, or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990 has been delegated to the director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, 785-532-6220 or TTY: 785-532-4807.
(Revised April 22, 2008)

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ABOUT THE K-STATE CAMPUS

Kansas State University is a community of approximately 5,600 faculty and staff and 23,500 students, with over 5,000 students living in University residence halls and apartments. The 668-acre campus is located in northern Manhattan, a city of approximately 52,000 residents. The university has not experienced a significant number of major crimes in the past, but it must be noted that crime is a national concern that affects us all.

Developing a safe and secure environment at an academic institution is the responsibility of the entire community – security personnel, faculty, staff, and students. Within our community, the Kansas State University Police Department is assigned the primary responsibility of identifying programs, methods, and approaches to help the institution maintain a reasonably safe and secure environment.

The Kansas State University Police Department reports to the Department of Public Safety. Additional administrative units that assist with campus safety are Housing and Dining Services, the Women's Center, the Office of Student Life, and the Student Governing Association's Judicial Branch.

CAMPUS LAW ENFORCEMENT

The Kansas State University Police Department helps preserve a safe campus environment where diverse social, cultural, and academic values are allowed to develop and prosper.

The Kansas State University Police Department has approximately 25 officers serving the campus community. Patrols operate 24 hours a day, seven days a week, 365 days a year through the campus, KSU Foundation property, parking lots, residence halls, fraternities, sororities, Jardine Terrace apartments, and athletic complex grounds.

University police officers are fully commissioned law enforcement officers vested with full police/law enforcement authority. Officers are state certified and receive their basic law enforcement training from the Kansas Law Enforcement Training Academy. Officers receive a minimum of 40 hours of in-service training each year to maintain their state certification.

The Kansas State University Police Department also has a staff of ten full time security officers and eight part time student security officers. Security personnel are responsible for unlocking and locking campus buildings, for performing routine laboratory and building inspections for fire, and for safety related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

KSUPD dispatchers monitor telephones and a two-way radio service on a 24-hour basis, 365 days a year to give information and respond to emergencies. They can instantly dispatch fire or emergency medical service and communicate with local and state police agencies when needed. Dispatchers monitor the national weather service radio network.

KSUPD dispatchers also monitor the emergency telephones that are located throughout campus and residence hall parking lots. Emergency telephones are identified by a blue light and can be

easily activated by the push of a button. These phones connect directly to the police communication center, where they are identified by their specific location. The dispatcher also monitors several closed circuit television cameras that are located in various parking lots throughout the campus. Each of the cameras has full pan and tilt capability and continuously records on videotape.

WORKING RELATIONSHIP WITH STATE AND LOCAL LAW ENFORCEMENT AGENCIES

Kansas State University Police Department maintains a very close working relationship with local, state, and federal law enforcement agencies in an effort to maximize the services provided to the university community. Close contact and coordination of services are maintained with the Riley County Police Department on a daily basis, and they provide crime statistics for our annual report. KSUPD and RCPD responsibilities are described in a memorandum of understanding between the two agencies.

All reports are forwarded to the university police department's record section for review and processing. These are confidential criminal investigation reports and as such are not required to be disclosed to the public or to university administrators, except when court ordered. The department maintains statistical data from these reports for appropriate use and is available to the public upon request. In accordance with Kansas law, the department also informs the Kansas Bureau of Investigation of all reported crimes within 72 hours of receiving a report.

CRIME PREVENTION

Crime prevention demands constant interaction and outreach to the community. The Kansas State University Police Department sponsors crime prevention programs to stress community awareness and interaction. The department distributes materials and makes frequent presentations in order to familiarize students, faculty, and staff with their shared responsibility in reducing criminal opportunity. Such programs range from crime prevention presentations to on-site inspections and may be requested by contacting University Police at 785-532-6412. Crime prevention brochures, posters, and handouts are used to inform members of the campus community about the potential for crime. The police department works with the campus newspaper and local media to inform the community about reported criminal offenses including federally mandated registered sex offender reporting.

REGISTERED SEX OFFENDERS

A list of registered sex offenders who are students or employees of Kansas State University is available at Kansas State University Police Dispatch, Edwards Hall, for the public to view upon request. The link to the Kansas Bureau of Investigation Registered Offender website is www.accesskansas.org/kbi/ro.shtml.

REPORTING CRIMES AND EMERGENCIES

Preventing campus crime is a shared responsibility between the university and the campus community. Public apathy is a criminal's greatest ally. Do not assume that someone else has reported suspicious or criminal activity. Remember, suspicion is the only reason anyone needs for calling the police. Crimes, suspicious activity, or other emergencies on campus should be reported immediately.

If you suspect a crime has been or is being committed, call the KSUPD immediately. If any member of the university community (student, staff, or guest) is the victim of crime, you should call the University Police immediately.

The KSUPD facilitates “Silent Witness,” a confidential and anonymous reporting procedure available to anyone who elects to report crimes or suspicious activity.

The Kansas State University Police Department is located at 108 Edwards Hall.

Emergency phone number	911 or 9-911
Campus police administrative phone number	785-532-6412
Website	www.ksu.edu/police
Anonymous reporting	https://www.ksu.edu/police/silent/

RESPONDING TO CALLS

Every call is checked by an officer assigned to the area from where the call originates. Reported criminal acts or emergencies on campus result in an officer being immediately dispatched to the location of occurrence. The dispatcher will also notify other emergency services, such as fire or ambulance, and university offices, including the Office of Student Life or the Women’s Center, who may need to respond.

An assigned officer will investigate, make an arrest when appropriate, and prepare a detailed report of the incident. When necessary, an assigned uniform officer or department investigator will perform an investigative follow-up.

Criminal offenses are referred to the office of the Manhattan City Attorney or the Riley County Attorney for prosecution. Non-criminal acts and violations of university policy are referred to the Office of Student Life, University Housing and Dining Services, SGA Judicial Board, or the appropriate college dean for resolution.

The Riley County Police Department investigates offenses that occur off-campus in Manhattan. Off campus offenses are reported daily in the Manhattan newspaper. Information concerning criminal activities that occur at off-campus locations of student organizations and off-campus housing facilities will be reported to the university community when possible and if it is determined that such incidents may be of concern to university community members.

TIMELY WARNINGS TO THE CAMPUS COMMUNITY

A timely report to members of the campus community is made of the reported occurrence of any crime considered a threat to students and employees that is reported to campus security or local law enforcement agencies. Such crimes include murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson. This notification may take the form of a press release, posted material, or through the automated calling or the campus emergency notification system.

CAMPUS SECURITY AND ACCESS

BUILDINGS AND GROUNDS

Department of Public Safety security employees lock the doors of buildings (except those to which access is necessary) in the evening by 10 p.m. The doors are unlocked in the mornings by 7:30 a.m. Security employees walk through selected buildings each night to check locked office doors and other security related matters. Custodial support is scheduled in some facilities 3 to 11 p.m. for additional security. This scheduling provides additional persons in the buildings to reduce the opportunities for unlawful activities. Any exterior doors found to be malfunctioning are reported to the locksmith in the Division of Facilities Management. The doors are made functional as soon as possible. Members of the Kansas Fire Marshal's Office inspect the buildings annually for fire safety.

Public access and the hours of campus operation continue to expand. Evening classes, and evening programs at the K-State Student Union, McCain Auditorium, Nichols Theater, and the Marianna Kistler Beach Museum of Art draw increasing numbers of students and visitors to the campus after sunset. Lighting was recently improved on campus and an emergency phone was added to the Memorial Stadium area. Lighting and emergency phone upgrades will continue as needed. New surveillance cameras have been installed. As buildings and parking lots are upgraded, surveillance cameras are included in the improvements.

The Grounds Section of the Division of Facilities Management is the groundskeeper for the university. This unit trims trees, shrubs, and other vegetation regularly and upon request to ensure that exterior lights are not blocked.

STUDENT HOUSING

Residence halls

K-State University Housing and Dining Services offers a number of security features and safety programs to improve safety on campus.

In the residence halls, an electronic door access system requires the use of a University ID to gain entry into the facilities after hours. Visitors may call using telephones provided at main building entrances. Additional security is provided through a series of magnetic switches attached to exterior doors. These switches allow the staff on duty to monitor when a door is open or properly closed.

Deadbolt locks and keys are provided for each student room. For security purposes, lock cylinders must be replaced when a room key is lost; students are charged for the cost of replacement. Residents are encouraged to lock their room door and carry a key at all times.

Community Assistants are available at lobby desks at all times to provide a central contact person in case of emergency. Residence hall staff members are on duty 24 hours a day, seven days a week to respond to student needs. A certified locksmith is on call 24 hours a day to handle all lock and key problems. Door-to-door solicitation and distribution of leaflets by non-housing individuals and organizations is prohibited.

Safety programs are conducted for residents via information sessions, demonstrations, bulletin boards, and community meetings. Housing staff and other consultants are available to present information and ongoing programs on crime prevention, including seminars on topics such as personal protection, acquaintance rape, and protecting personal property. These programs may be initiated by Housing staff and residents. Security cameras are placed at strategic locations around residence halls and other surrounding university buildings to monitor activity in residence hall parking lots.

Jardine Terrace apartments

Although an extension of the university's housing program, on-campus University apartments are more similar to private community housing. Residents are responsible for following safety practices to protect themselves and their homes. Door-to-door solicitation and distribution of leaflets by non-housing organizations is prohibited. Procedures are established and enforced for replacing lost keys and for handling lockouts. All housing units are within the jurisdiction of and are patrolled by the University Police Department. Housing staff and other consultants are available to present information and ongoing programs on crime prevention, including seminars on such topics as personal protection, acquaintance rape, and protecting personal property. Safety or security concerns should be reported to University Housing and Dining Services.

Greek housing

Fraternity and sorority houses are located off campus; these residences are privately owned by alumni/ae associations. Houses have building keys or combination locks, and the majority of chapters have a houseparent in residence. The Interfraternity and Panhellenic Councils govern fraternities and sororities, setting policies on alcohol use, hazing, and human rights issues. The Greek Affairs office provides numerous educational programs regarding safety and wellness each year. For more information, please contact the Greek Affairs office at 785-532-5546, 214 Union or www.ksu.edu/greek/.

Cooperative housing

Alpha of Clovia 4-H Scholarship House for women, www.alphaofclovia.org/index.htm, 785-320-7970, Smurthwaite Leadership/Scholarship House for women, www.k-state.edu/smurthwaite/index_002.htm, 785-395-2900, and Smith Scholarship House for men, www.ksu.edu/smithhouse/, 785-537-0042, are self-governing, cooperative living houses, are not supported or sponsored by the university, and are located off-campus. A committee of residents establishes house safety policies that are actively implemented.

SAFETY AND SECURITY PROGRAMS

OFFICE OF STUDENT LIFE

102 Holton Hall

785-532-6432

www.k-state.edu/studentlife

The Office of Student Life coordinates assistance to students and families in times of personal crisis. In addition, office staff members supervise the SGA Judicial Branch's adjudication of nonacademic student misconduct and assist students with complaints regarding sexual violence or racial, ethnic, sexual, or other types of harassment. The office also annually distributes to all faculty, staff, and University Housing staff a list of student life professionals who respond to student crises 24 hours a day. The office annually compiles and distributes the Kansas State University Annual Security Report in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" formerly known as the "The Student Right to Know and Campus Security Act."

CRITICAL INCIDENT RESPONSE TEAM (CIRT)

102 Holton Hall

785-532-6432

<http://www.k-state.edu/studentlife/CIRT/index.htm>

Administered by the Office of Student Life, the purpose of the Kansas State University Critical Incident Response Team (CIRT) is to assess and coordinate the response to significant campus situations and events that require intervention in order to assist the community and its members to return to a more normal state of functioning, and to suggest future preventative measures. The CIRT is chaired by the Director of the Office of Student Life. Other core CIRT members include representatives from the following offices: College Dean's Office, Counseling Services, K-State Police, Office of University Attorney. A larger group of response personnel from departments and units across campus collaborate with CIRT, as requested.

WILDCAT WALK

108 Edwards Hall

785-395-7233

<http://www.k-state.edu/studentlife/wildcatwalk/>

The Wildcat Walk Escort Service is provided by the K-State Police Department. This service operates 24 hours a day, every day. Anyone who is uncomfortable walking on campus alone can dial 785-395-SAFE (785-395-7233) or press one of the blue light phone emergency buttons, to have a police escort walk them to another on-campus destination or up to two blocks off campus. Callers will be connected to the K-State police dispatcher in Edwards Hall who will ask for the name, location, and destination of callers. A police escort will then meet the caller as quickly as possible and accompany them to their destination. Persons driving to campus may arrange to be met in the parking lot and escorted to the residence halls or another location.

SAFEZONE

206 Holton Hall

785-532-6444

<http://www.k-state.edu/safezone/>

K-State wants to provide a safe and equitable environment for every member of our community. The SafeZone program (Students, Administrators, and Faculty for Equality) was created to easily identify persons, programs, and services that have made a special commitment to enhancing the quality of the K-State environment. The purpose of the SafeZone program is to provide campus “safe zones” where individuals affected by homophobia, hateful acts, and sexual violence can safely go for support and assistance. By placing the SafeZone symbol on their office door, desk, or backpack, SafeZone allies identify a space is a safe place to talk about the effects of any type of hateful or homophobic act, or who have been effected by sexual violence, sexual harassment, or any criminal or distressing situation.

CAMPAIGN FOR NONVIOLENCE

Nonviolence Studies and Programs

Department of Sociology, Anthropology and Social Work

204 Waters Hall

785-532-2790

<http://www.k-state.edu/nonviolence/links/cnv1.htm>

With assistance from the offices of the President, the Vice President for Institutional Advancement, and the Provost, the Campaign for Nonviolence is focused on reducing violence by educating about active nonviolence as the practical way to make our community a safer, more open and equitable place. The CNV was charged by the Administration to gather information about the current campus services dealing with violence issues from prevention to adjudication; to plan, develop, and implement a campus-wide anti- violence campaign; and to seek external funding (where possible) for extension of violence prevention programs on campus.

CNV projects include:

- Provide a Fall Rally each year to promote nonviolence as the standard of interaction at KSU and to educate about issues of violence in order to help prevent all forms of violence, in particular, sexual violence against women on campus.
- Continue campus awareness of nonviolence techniques through presentations offered during the Season of Nonviolence held each Spring semester over a 64 day period from January 30 to April 4.
- Develop modules on violence and nonviolent alternatives that can be used in classes across campus as well as in the training of Residence Hall staff, Campus Adjudicators, Ombudspersons, and others who deal with the aftermath of violence on campus.
- Promote the development of a course on violence and nonviolent alternatives; this course can augment curriculum.

“AT-RISK” TRAINING

232 English/Counseling Services Bldg
Manhattan, KS 66506-6503
785-532-6927

www.k-state.edu/counseling/faculty/at-risk.htm

At-Risk is a web-based gatekeeper training simulation designed to teach faculty and staff to effectively identify, approach, and refer students struggling or in mental distress. At-Risk is the only available training product that allows users to learn by engaging in simulated conversations with virtual students who show symptoms of depression, anxiety, paranoia and thoughts of suicide. As a result, users are better able to handle similar situations in real life.

More than 400 faculty, staff, and students have since been trained using the At-Risk program in making K-State a safer and healthier community. Now, through the combined efforts of the K-State Counseling Services, the SafeZone Program, and the Office of Student Life, this online program is being offered to more faculty.

ALCOHOL AND OTHER DRUG EDUCATION SERVICE

232 English/Counseling Services Bldg
785-532-6927

<http://www.k-state.edu/counseling/student/alcohol.htm>

The major purpose of the Kansas State University Alcohol and Other Drug Education Services office is to provide information on the physical effects and social issues related to alcohol and other drug use. The program is focused on the Manhattan and K-State communities. Staff are available to inform, consult, and assist all K-State students, faculty, and staff.

Available programming options include educational presentations, responsible party hosting information, referral services, and basic assessment and intervention assistance. The office is a member of the Kansas Regents System-wide Committee on Substance Abuse and the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

The LIFELINE Employee Assistance Program is available to state employees and their families for substance abuse education, counseling or rehabilitation. The State of Kansas encourages voluntary treatment for substance abuse. Use of the Employee Assistance Program is governed by Division of Personnel Services Bulletin No. 97-01 and related civil service statutes and administrative regulations. For more information, employees can visit <http://www.kdheks.gov/hcf/healthquest/default.htm>

ALCOHOL EDU AT K-STATE

Health Promotion
Lafene Health Center
785.532.0800

<http://www.k-state.edu/alcholedu/about.htm>

As part of K-State's comprehensive and proactive approach to encourage students to stay safer and healthier, the university is requiring all newly enrolled, degree-seeking students on the Manhattan and Salina campuses who are under the age of 22 on the first day of classes to complete the web-based AlcoholEdu for College program.

The AlcoholEdu for College program is available to incoming freshman in July and must be completed by August classes begin. Students must earn a grade of 75% or higher to successfully complete the program. AlcoholEdu for College is an educational program; it is not a K-State course for academic credit. A component of AlcoholEdu is a module on avoiding sexual assault. The program's primary focus is to educate students about relationships and decision-making, including the ethics of relationships, alcohol's effect on relationships and the ability to give consent, and important definitions and debunking of myths associated with sexual assault.

K-STATE NON-ACADEMIC CONDUCT CODE

102 Holton Hall
785-532-6432

www.k-state.edu/studentlife/judicialprogram/.

All students are governed by The K-State Student Governing Association non-academic code of conduct prohibiting certain activities. The complete conduct code and a detailed overview of the non-academic judicial process can be found at www.k-state.edu/studentlife/judicialprogram/.

SAFETY AND SECURITY POLICIES

STATEMENTS ON ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, AND CONTROLLED SUBSTANCES

The possession, sale, or furnishing of alcohol on the University campus is governed by the K-State Alcoholic Beverage Policy, found in Chapter 3053 of the university's policy and procedure manual, and Kansas state law. The Kansas Alcoholic Beverage Control (ABC) Division is the state's regulatory authority for enforcing Kansas liquor laws through the issue of state licenses and permits, monitoring product flow, conducting compliance reviews of licensed premises and enforcing restrictions on underage access to alcoholic beverages and a variety of other statutory violations. A bill passed by the 1987 legislature permits consumption of alcoholic liquor in non-classroom space on property under the control of the State Board of Regents. The policy adopted by the Board of Regents and enforced at Kansas State University can be found in Chapter 3053 of the Kansas State University Policy and Procedure Manual. Further information is available in Appendix K of the University Handbook. The enforcement of alcohol laws and policy on campus is the responsibility of the KSUPD.

Kansas State University has been designated a drug-free workplace, and the possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. These laws are enforced by the KSUPD, and violators are subject to university disciplinary action and criminal prosecution.

PARENTAL NOTIFICATION OF DRUG AND ALCOHOL POLICY VIOLATIONS

The U.S. Congress passed an amendment to the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) on October 1, 1998, removing restrictions to disclosing information to parents or guardians of students under the age of 21 about their student's involvement in drug or alcohol infractions on campus.

In Fall 2008, K-State implemented a notification program that includes a letter to the parents or guardians as listed on the student record if that student has a second violation of the on-campus alcohol or drug policy. This notification program is for on-campus incidents only, and only for students who are under 21 at the time of the incident.

On a student's first on-campus alcohol or drug policy violation, the student is subject to a judicial review panel or an administrative review. Students are often given an educational sanction to learn more about substance abuse and how to make healthier decisions. The University looks on this first violation as a teachable moment, and use it as such. However, if the behavior is repeated, it may indicate that a more serious problem may exist, and the University notifies parents as an important resource for the student.

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Kansas State University will, in accordance with Section 487 (a)(26) of the Higher Education Opportunity Act, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a

student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense 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.

MISSING STUDENT POLICY AND PROCEDURE

This notification policy and procedures apply only to students who reside in campus housing (“resident students”). This includes residence halls or apartments that are owned or controlled by Kansas State University and that are designated for student use. Although this policy does not apply to students who live in off-campus housing, University staff and campus police will assist local authorities in their investigation of an off-campus missing Kansas State student. However, if a member of the University community has reason to believe that any student is missing and makes a report, efforts will be made to locate the student to determine his or her state of health and well-being.

Initial concerns about a missing student should be referred immediately to the K-State Police Department (“campus police”) at 108 Edwards Hall, Manhattan, KS 66506, 785-532-6412. Efforts to locate the student will be directed by the campus police in collaboration with the Office of Student Life, Housing and Dining Services, local authorities and friends and family members of the missing student. The campus police will conduct a formal investigation. If the student has been missing for more than 24 hours, the campus police, in collaboration with the Dean of Students or designee, will notify the confidential contact person identified by the missing student within 24 hours after such determination that the student is missing. If a resident student has been missing for more than 24 hours and that resident student is unemancipated and under 18 years of age, then that student’s custodial parent or legal guardian will also be notified within 24 hours.

Official Notification Procedures

Notification of the missing student procedures to be provided to resident student:

- All resident students may designate a confidential contact person to be notified no later than 24 hours after the student is determined to have been missing for 24 hours. Students may identify this contact using the Confidential Contact Form available at their residence’s front desk or from their building’s Resident Life Coordinator. Completed forms will be maintained in the RLC’s office. The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials in connection with a missing person investigation. If the student does not register a confidential contact person, then the student’s designated emergency contact person(s) shall be contacted.
- All unemancipated resident students under 18 years of age, in the event that they are determined to be missing, will have their custodial parent or legal guardian notified within 24 hours, in addition to notification of the confidential contact person designated by the student.

SEXUAL VIOLENCE

WOMEN'S CENTER

The Women's Center offers campus community education services on a variety of topics with particular emphasis on the environment for women at K-State. Programs on sexual harassment, sexual violence, and gender equity are delivered on request to classes, student organizations, and living groups. Women's Center staff provides assistance to students and campus community members in crisis. This assistance includes support, referral, and advocacy. The Center provides advocacy and support to survivors of sexual violence and is a reporting site for those who wish to report campus crime. It is located in 206 Holton Hall. For further information, call 785-532-6444 or visit www.k-state.edu/womenscenter/.

What should I do if I am sexually assaulted?

- 1. Find a safe location away from the perpetrator.** Ask a trusted friend to be with you for moral support.
- 2. Know that what happened was not your fault.**
- 3. Preserve all evidence of the attack.**
 - Do not bathe, wash your hands, brush your teeth, eat, or smoke.
 - If you are still in the location at which the crime occurred, do not clean or straighten up or remove anything.
 - Write down all the details you can recall about the attack and the perpetrator.
- 4. Report the attack to law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.)
In Manhattan, KS:
K-State Police: 785-532-6412
or
Riley County Police: 785-537-2112
The K-State sexual assault advocate will help you notify authorities if you request assistance. Call 785-532-6444.
If you want more information, contact the National Sexual Assault Hotlines (800-656-HOPE or online.rainn.org). A counselor can help you understand the reporting process.
- 5. Seek medical care as soon as possible.** Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy).
 - To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (800-656-HOPE). The hotline will connect you to your local crisis center, which can provide information on the nearest medical facility, and in some instances, send an advocate to accompany you through the evidence collection process.**In Manhattan, KS:**
Mercy Hospital ER
1823 College Ave
Call 785-776-3322 and ask them to alert a sexual assault nurse examiner. You can receive medical assistance and evidence collection without having to make legal/reporting decisions.

- Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).
- If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.

6. Recognize that healing from an attack takes time. Give yourself the time you need and know that it is never too late to get help. In addition to the support and advocacy provided by the K-State Women's Center, assistance for domestic violence is provided by Manhattan's Crisis Center, 785-539-2785, located off-campus.

Additional on-campus resources include the University Counseling Services, 232 English/Counseling Services Bldg, 785-532-6544, www.k-state.edu/counseling/ and Kansas State University student health services located in the Lafene Health Center, 1105 Sunset Avenue, 785-532-6544, www.k-state.edu/lafene/.

For free, confidential help 24/7, contact the National Sexual Assault Hotlines (800-656-HOPE or online.rainn.org).

Adapted from <http://www.rainn.org/get-information/sexual-assault-recovery/tips-for-after-an-attack>

University response to sexual assault

Kansas State University's *Policy Prohibiting Discrimination, Harassment, and Sexual Violence, and Procedure for Reviewing Complaints* defines sexual violence:

In this Policy, the term "sexual violence" refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence meeting this definition is considered sexual harassment, and is therefore considered to be discrimination.

In accordance with Title IX, acts of sexual violence that occur on campus or off campus at University sponsored events are subject to action under the University's policy. Off campus occurrences that are not related to University-sponsored programs or activities are investigated under this Policy only if those occurrences relate to discrimination, harassment, or retaliation alleged on campus.

If you wish to report sexual violence that has occurred on campus or at a University event so that the University can act on it, contact the K-State Women's Center at 785-532-6444. The Office of Affirmative Action will evaluate and investigate complaints. The reporting party and the accused are afforded an equitable process throughout, and both are informed of the outcomes of

the proceeding. Persons who violate this Policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the University. Remedial actions will be taken to restore any losses suffered as a result of a violation of this Policy. Examples of remedial actions include, but are not limited to, reevaluation of a grade, an evaluation completed by someone other than the respondent, reconsideration of an application for employment, placement in a position, back pay and lost benefits, withdrawal of a disciplinary action, or a change of housing.

For more information, contact the Office of Affirmative Action at 785-532-6220.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Kansas State University Emergency Management Plan manual for the Manhattan campus outlines the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency or disaster. It includes information about incident management, assessment of probabilities and impact, levels of emergencies, and emergency management plan activation, as well as the response and function of various entities, such as Emergency Operations Center, President's Cabinet, EOC Coordinator, Emergency Operation Team, and Emergency Operation Team Support Staff during an incident. Each university department is responsible for developing continuity of operation plans to be put in place in the event of an emergency.

EMERGENCY MANAGEMENT PLAN ACTIVATION

When the KSU Police Department or another entity determines that an emergency exists, the University officials will be contacted in the following order: University President, Vice-President for Administration and Finance, Provost, Vice President for Student Life and Dean of Students. If the University President is unavailable (i.e., not on campus or within a 10 minute drive of campus), the next person will be contacted. If none of these senior University administrators is immediately available, the Assistant Vice President for Public Safety has the authority to activate the plan. Upon receipt of the call, the senior University administrator will determine the scope of the incident and, as needed, will contact the appropriate parties.

CAMPUS NOTIFICATION PROCEDURES:

In the event that an active threat becomes apparent in any campus location, the threat should be reported immediately, or as soon as it is safe to do so, by calling KSUPD at 911.

The K-State campus will use the following systems (listed in priority order) to notify campus faculty, staff, and students of an existing "active threat" to K-State.

1. Mass Text/ Voice Messaging / Emergency Communications
2. Email
3. Internet – website
4. NXT (Automated telephone calling system) 911
5. Any other means

In addition to the above means of communication, the University will also seek to use public mass media (radio and TV) for appropriate announcements to keep the K-State campus informed. Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others.

GUIDELINES FOR PROTECTION

The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an "active threat" situation. They are intended to improve both individual and group levels of personal safety.

"Active threat" situations are very dynamic and they evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds.

Individual and group safety

- Stay calm and assess the situation, determine the location of the threat if possible.
- Call 911 as soon as it is safe to do so.
- Evacuate the area by a safe route if possible, if not, seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.
- If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. arm chairs, tables, cabinets, etc.).
- Render first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible.
- Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
- If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.
- Be prepared to combat the subject individually to neutralize the threat if your life is in imminent danger. Active resistance increases the chance of survival, but this is strictly a personal decision.
- If you are barricaded in a room, identify objects which could be used as missiles or weapons to deter the threat from pursuing you at your location. Examples may be student desks, keys, shoes, belts, books, cell phones, ipods, book bags, laptops, pens, pencils, etc. or any item capable of being launched at an attacker. Articles of clothing can be used for protection against a knife wielding attacker.
- If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.
- Once in a secure location, DO NOT open the door for anyone but the police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
- DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.

IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. An aggressive resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

Emergency Evacuation Procedures for Individuals with Disabilities:

The following guidelines apply to the emergency evacuation of individuals with temporary or permanent disabilities. These guidelines are based on requirements of the NFPA 101 Life Safety Code, the Americans with Disabilities Act, and the American National Standards Institute (ANSI) Standard A117.1.

- When an alarm sounds, individuals with disabilities should proceed to a designated enclosed stairwell if possible. On the way to the “safe area,” an individual with a disability should ask an individual without a disability for aid in notifying response personnel of their location in the building. If no one is available to assist the individual with a disability, he/she should, after reaching the safe area, use any means possible to notify response personnel of his/her location. In some cases, trying to leave may pose more danger to the individual with a disability than the actual emergency situation.
- **DO NOT USE** an elevator during an emergency evacuation.
- **Mobile individuals with a visual disability** should, if no one is available to assist, wait out the rush of traffic until they can use the nearest exit at their own pace.
- **Mobile individuals with a hearing disability** who may be unaware of the emergency should be calmly advised and should use the nearest building exit.
- **Individuals with a mobility impairment** who require assistance should be directed to the nearest exit or enclosed stairwell, staying out of the way of traffic. To reduce the risk of personal injury, any attempt to carry individuals with mobility impairment is discouraged. Only trained fire department, police or emergency response personnel should carry these individuals.
- It should be noted that rendering assistance by staff to individuals with disabilities should be provided only if such assistance does not place them in personal danger.

Preparation and training for evacuation of individuals with disabilities.

- Preparation. The key to preparation for safe, orderly and prompt evacuation of individuals with disabilities is awareness of their location and physical restrictions. Supervisors, faculty and staff are often unaware that an individual with a disability is in the area or building. Occupants with disabilities should be familiar with each building they enter and should notify a responsible party of their expected location to ensure help will be forthcoming if an emergency evacuation becomes necessary.
- During an emergency, the responsibility for safe evacuation of individuals with disabilities lies with faculty, professional staff, supervisors and the actual individuals with disabilities. Those who have permanent or temporary disabilities which may interfere with their safe, orderly or prompt exit from a building during an emergency must be aware of proper action to take if evacuation becomes necessary. It is the responsibility of the individual with a disability to notify an individual without a disability of his/her location, and ask that individual to inform response personnel (after leaving the building) of his/her need for assistance in that location.
- Changes in work or study areas of individuals with disabilities must be reported to ensure system effectiveness.
- Deans, directors and department chairs shall ensure that emergency action plans for their areas are posted and include evacuation procedures for individuals with disabilities, and are designed and posted in accordance with the Americans with Disabilities Act (ADA). Occupants with disabilities should know proper evacuation procedures by

referring to the posted procedures. The emergency action plan shall include a system of accountability for personnel with disabilities.

- Deans, directors and department chairs shall maintain a current and confidential file to include the names, disabilities and rooms or office locations of all individuals with disabilities in areas under their auspices. They shall also ensure that all occupants receive training in proper evacuation procedures.
- Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate action can be taken to help ensure their safety in the event of an emergency.
- Faculty and supervisors must be knowledgeable of proper procedures for emergency evacuation of individuals with disabilities on a general and site-specific basis.
- Faculty, staff, and individuals with disabilities shall be aware of these procedures. The execution of these procedures will be tested during the fire drills.

TESTS AND DRILLS

Emergency Warning and Notification

K-State conducts fully audible tests of emergency warning and notification systems a minimum of once a semester. This test will, whenever possible, be coordinated with all campus drills. A full test will activate the K-State Alerts system, text/voice, siren/PA system, and all other resources included in the K-State Alerts system.

Emergency Operations Center Drills

K-State will conduct an activation of the Emergency Operations Center and Emergency Operations Staff a minimum of once annually. This activation will include drills or exercises addressing a specific emergency topic. The drill/exercise will be coordinated with Riley County Emergency Management, Riley County EMS, the Manhattan Fire Department, and the Riley County Police Department, and, if possible, K-State at Salina.

Emergency Exercises

K-State holds one tabletop exercise at least once each year. In addition, K-State cooperates with Riley County Emergency Management during their exercises. Exercises are HSEEP complaint.

All-campus Emergency Drill

Once each semester, K-State holds an All-campus Emergency Drill to test warning and notification capabilities, classroom, building evacuation and emergency response activation. These drills are for all students, faculty, and staff on the Manhattan campus, and the Salina campus. Prior to the drill, adequate notification is provided via campus and local media sources to include specific details on what campus personnel are to do when the drill begins. The date and time of the drill will be coordinated with the Provost's Office to provide as little disruption to academic activities as possible.

POINTS TO REMEMBER ABOUT CAMPUS SAFETY

SAFETY IS A SHARED RESPONSIBILITY AMONG STUDENTS, FACULTY, AND STAFF

Keeping K-State safe depends on the the cooperation, involvement, and support of all university community members. Safety is a personal challenge as well as a community challenge. In addition to the following advice, individuals should carefully assess and modify their own behaviors and habits to lessen their vulnerability to unsafe conditions.

PREVENT THEFT AND PROTECT YOUR PERSONAL SAFETY

- Know how to recognize and use the emergency safety phones on campus.
- Report any suspicious activity or person to the police immediately.
- Walk and jog with a friend.
- Use the best lit and most traveled walkways at night.
- Ask visitors to identify themselves before allowing them access to your residence.
- Engrave your valuable items, such as stereos, cameras, or televisions, at the University Police Department (no charge).
- Park your car in lighted areas.

LOCK UP

- Always lock the door where you live, even when leaving for a short period of time.
- Always lock your car, your bike, and other valuables.
- When you return to your car, have the key ready to open the door.
- Never prop open exterior doors to residential areas.

BE PREPARED FOR EMERGENCIES

- Be prepared and aware of your environment! Anticipate the unexpected.
- Implement “active threat” preparedness into each department’s emergency operations plan.
- Practice these emergency operation plans once implemented so each department will have general guidelines on how to react in a crisis.
- Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.

Early detection of individuals having personal or family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of “active threat” events. The University has exceptional resources to assist these persons through the Office of Student Life (785-532-6432) and the Human Resources Department for Faculty and Staff (785-532-6277)

FOLLOW THIS ADDITIONAL SIMPLE ADVICE

- Do not let alcohol or other drugs fog your judgment.
- Always be fire safety conscious.
- Most of all, trust your instincts. If you feel uneasy about a situation, take action immediately!

USEFUL NUMBERS

Emergency on campus: ambulance, fire, police: 911

KSUPD (emergency) 785-532-6400	University Counseling Services 785-532-6927
KSUPD (non-emergency) 785-532-6412	K-State Office of Affirmative Action 785-532-6220
Office of Student Life 785-532-6432	K-State Non-Academic Judicial Programs 785-532-6432
Housing and Dining Services 785-532-6453	K-State Student Governing Association 785-532-6541
Lafene Health Center 785-532-6544	Manhattan Fire Department (non-emergency) 785-785-587-4500
K-State Women's Center 785-532-6444	Manhattan Crisis Intervention Center 785-539-2785

FURTHER INFORMATION

For more information about campus safety, contact one of these offices:

University Police 785-532-6412 www.ksu.edu/police/	Office of Student Life 785-532-6432 www.ksu.edu/studentlife/
Department of Public Safety 785-532-5856 www.ksu.edu/safety/	

CAMPUS CRIME STATISTICS

Information about select crimes is collected from the K-State Police Department, the Riley County Police Department, K-State's University Housing and Dining Services, the K-State Women's Center, K-State fraternities and sororities via the Office of Greek Affairs, K-State's Office of Student Activities and Services, K-State's Office of Student Life, K-State's non-academic judicial programs, and from any campus or community member who may elect to file a confidential and anonymous crime or suspicious activity report through the K-State Police Department's "Silent Witness" program found at <https://www.ksu.edu/police/silent/> . This report does not include privileged counseling or medical information from University Counseling Services or Student Health Services.

Data on reported criminal offenses and arrests on the campus are provided in accordance with the Campus Security Act. The data covers a 12-month period--January 1 through December 31--for each year listed. Additional information regarding crime rates in the greater Manhattan community may be obtained from the Riley County Police Department.

POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Kansas State University Annual Security and Fire Safety Report is provided in compliance with the Crime Awareness and Campus Safety Act of 1990 as amended in October 1998. This report is available to print at <http://www.k-state.edu/studentlife/reportsandpolicies/> .

Questions regarding this report or requests for the report in alternative formats should be directed to the Office of Student Life, 102 Holton Hall, (785)-532-6432.

CRIME STATISTICS BY YEAR

OFFENSE	LOCATION	2008	2009	2010
Murder/nonnegligent manslaughter	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	0	0	0
	Public property	0	0	0
Negligent manslaughter	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	0	0	0
	Public property	0	0	0
Sex Offenses, Forcible	On campus	1	3	6
	Residential facilities*	0	3	4
	Noncampus	2	2	0
	Public property	0	0	0
Sex Offenses, Nonforcible	On campus	0	1	1
	Residential facilities*	0	1	1
	Noncampus	0	0	0
	Public property	0	0	0
Robbery	On campus	1	0	0
	Residential facilities*	0	0	0
	Noncampus	0	0	0
	Public property	0	0	0
Aggravated Assault	On campus	2	4	3
	Residential facilities*	1	0	0
	Noncampus	4	0	0
	Public property	0	0	3
Burglary	On campus	34	20	25
	Residential facilities*	15	7	18
	Noncampus	10	12	1
	Public property	0	0	0
Motor Vehicle Theft	On campus	0	0	2
	Residential facilities*	0	0	0
	Noncampus	1	3	0
	Public property	0	0	0
Arson	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	2	0	0
	Public property	0	0	0

*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES ARE ALSO INCLUDED IN THE ON-CAMPUS CATEGORY.
 "Residential Facilities" is a subset of the "On campus" category.

There were no reportable hate crimes for the years 2008, 2009, and 2010.

ARRESTS AND DISCIPLINARY REFERRALS BY YEAR

OFFENSE	LOCATION	2008	2009	2010
Liquor Law Arrests	On campus	55	49	62
	Residential facilities*	2	10	18
	Noncampus	13	2	2
	Public property	5	6	1
Liquor Law Violations Referred for Disciplinary Action*	On campus	100	149	363
	Residential facilities*	100	149	363
	Noncampus	0	0	0
	Public property	0	0	0
Drug Law Arrests	On campus	9	19	8
	Residential facilities*	6	15	4
	Noncampus	1	1	0
	Public property	2	5	1
Drug Law Violations Referred for Disciplinary Action*	On campus	0	1	11
	Residential facilities*	0	1	11
	Noncampus	0	0	0
	Public property	0	0	0
Weapons Violation Arrests	On campus	0	1	2
	Residential facilities*	0	0	1
	Noncampus	0	0	0
	Public property	0	0	0
Weapons Violations Referred for Disciplinary Action*	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	0	0	0
	Public property	0	0	0

**If the disciplinary action is the result of an arrest, the Campus Security Act requires that it not be counted here, but that the violation be counted as an arrest.*

CAMPUS FIRE SAFETY

This section contains information about fire safety in student housing facilities at Kansas State University. The student housing facilities at Kansas State University include the Jardine Apartment Complex and the following residence halls: Boyd, Derby Dining Center, Ford, Goodnow, Haymaker, Kramer Dining Center, Marlatt, Moore, Putnam, Smurthwaite, Van Zile, and West.

FIRE DRILLS

Fire drills in the student housing facilities are performed once per semester, or twice per calendar year. The drill is conducted within the first two weeks of each semester. This is in compliance with the Kansas State Fire Marshal and records of the drills are kept in the Fire Marshal's office. For more information concerning fire drills, refer to the handbook for the residence halls (<http://housing.k-state.edu/jardine/JA-handbook09.pdf>) or for the Jardine Apartment Complex (http://housing.k-state.edu/reshalls/reslife_handbook.php).

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES

Air conditioners, space heaters, halogen lamps with an exposed bulb, or any appliance with an open heating element (including toasters, toaster ovens, hot plates, grilling appliances, sandwich makers, etc.) are not permitted in the residence halls. However, slow cookers that are 3 ½ quarts or less are allowed. Smoking is not permitted in any university building and within 30 feet of a marked entrance, including residence halls. Open flames or any devices that produce an open flame are not allowed in the residence halls, regardless of whether they are lit or not. This includes candles, incense, and incense burners.

EMERGENCY NOTIFICATION PROCEDURES

In the event of an activity that may endanger life or adversely affect the university in any campus location (internal or external), the situation should be reported immediately by calling the Kansas State University Police Dispatch (785) 532-6412 or by calling 911. Once an officer confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, and students is occurring, an emergency notification will be sent. K-State Alerts emergency notification system will be used to notify faculty, staff, and students of an existing "threat" to K-State. K-State Alerts will use text messaging, voice messaging, automated telephone calls, e-mails to all accounts, alert beacons, police P.A. systems, tornado sirens with speakers, KSU staff carrying radios, and postings to the KSU website to notify faculty, staff, and students of an emergency.

In addition to the above mentioned means of communication, the University will also seek to use public mass media (radio and television) for appropriate announcements to keep the KSU campus informed. Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically results in system overloads and the general failure of the system until traffic diminishes.

The K-State Alerts system is tested twice per year on specified days. Tests ensure that the K-State Alerts and Rave Mobile Safety service are functioning properly. Notifications in advance of the test will be published.

For more information concerning emergency notification and management, refer to the *Emergency Management Plan* at: www.ksu.edu/safety/pdf/ksu_emergency_management_plan.pdf

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency in a student housing facility, first contact the Kansas State University Police Dispatch at 785-532-6412 or 911 and describe the emergency. For information on the emergency evacuation procedures for each individual building, refer to “Section 4: Institution’s Policies on Portable Electrical Appliances, Smoking and Open Flames, Evacuation Procedures and Fire Safety Education Training Programs for Students and Faculty” in the *Report for Calendar 2007 Department of Housing and Dining Services* manual.

FIRE SAFETY EDUCATION AND TRAINING POLICIES

Fire safety in student housing facilities is a very serious matter. Students, faculty, and staff are expected to learn the fire safety policies and guidelines. To assist in this learning process, Kansas State University has several training programs and policies for fire safety education:

1. Instruction to each student during the first floor meeting
2. Educational bulletin boards
3. Train professional and graduate-level staff on building fire safety systems
4. Train para-professional staff on fire safety at the beginning of each semester
5. Conduct Fire Prevention Week activities for the residence halls, including fire extinguisher training and educational material distribution

REPORTING FIRES

In the event of a fire in a student housing facility, the Kansas State University Police Dispatch should be contacted immediately by telephone. The Police Dispatch can be reached at either 785-532-6412 or 911.

FUTURE IMPROVEMENT PLANS

There are several future plans and goals for improvement in fire safety in residence life at Kansas State University. First, Kansas State University intends to continue to train professionals and student staff on fire safety systems and procedures. This includes incorporating more time for the professional staff with building-specific systems. Second, Kansas State University wants to expand active and passive educational programs to include more information about fire safety in the residence halls. Third, Kansas State University will continue to educate students on proper evacuation processes during the first floor meetings in the fall semester and will seek to provide more education to our expanding international student population, including some in languages other than English for those who are not fluent. Fourth, we plan to continue to conduct the required fire drills, and additional drills if needed. Fifth, Kansas State University will continue to provide information to student staff and Hall Governing Boards regarding appropriate decorations for hallways and public areas. Finally, Housing and Dining Services will strive to upgrade fireman recall in elevators in Marlatt and West halls.

CAMPUS FIRE STATISTICS

The following table contains the fire statistics for all on-campus student housing facilities at Kansas State University. The information contains the date, time, location, description, and estimated cost of damage for each fire incident.

2010 Fire Statistics

Date	Time	Location	Description	Estimated Cost of Damage in U.S. Dollars
5/4/2010	1:29 a.m.	Ford Hall	Smoke from burnt food	\$0
5/10/2010	11:41 p.m.	Moore Hall	Smoke from burnt food	0
8/15/2010	7:17 p.m.	Ford Hall	Smoke from burnt food	0
10/15/2010	9:31 p.m.	Moore Hall	Smoke from burnt food	0
10/24/2010	8:09 a.m.	Moore Hall	Towel draped over lamp	150
10/29/2010	12:15 a.m.	1948 Jardine	Smoke from burnt food	0

FIRE SAFETY SYSTEMS

The following tables offer a description of the fire safety systems in each on-campus student housing facility. The tables illustrate if each building has emergency lights, exit signs, fire alarm systems, fire extinguishers, fire-rated corridors and fire doors, fire-rated exit stairs, smoke detection systems, sprinkler systems, and standpipe systems. The ratings are *Yes* (the entire building has the feature), *No* (the entire building does not have the feature), *Partial* (some parts of the building have the feature), or *N/A* (the feature is not applicable for this building).

Residence Halls: Boyd – Kramer

Building	Boyd	Ford	Goodnow	Haymaker	Kramer
Emergency lights	Yes	Yes	Yes	Yes	Yes
Exit signs	Yes	Yes	Yes	Yes	Yes
Fire alarm systems	Yes	Yes	Yes	Yes	Yes
Fire extinguishers	Yes	Yes	Yes	Yes	Yes
Fire-rated corridors / fire doors	No	Yes	Partial	Yes	Yes
Fire-rated exit stairs	Yes	Yes	Yes	Yes	No
Smoke detection	Yes	Yes	Yes	Yes	Yes
Sprinkler system	Partial	Yes	Partial	Yes	Yes
Standpipe system	Partial	Yes	Yes	Yes	No

Residence Halls: Marlatt – West

Building	Marlatt	Moore	Putnam	Smurthwaite	Van Zile
Emergency Lights	Yes	Yes	Yes	Yes	Yes
Exit Signs	Yes	Yes	Yes	Yes	Yes
Fire Alarm Systems	Yes	Yes	Yes	Yes	Yes
Fire Extinguishers	Yes	Yes	Yes	Yes	Yes
Fire-rated Corridors / Fire Doors	Partial	Yes	Partial	No	Yes
Fire-rated Exit Stairs	Yes	Yes	Yes	Yes	Yes
Smoke Detection	Yes	Yes	Yes	Yes	Yes
Sprinkler System	Partial	Yes	Partial	No	Yes
Standpipe System	Yes	Yes	Partial	No	No

Jardine Apartment Complex

Neighborhood	Denison		Plaza		West	
Building	E, I, H, M, N	D, 1, 1A, 2, 3, 4	F, G, J, R, S, T,	Building	E, I, H, M, N	D, 1, 1A, 2, 3, 4
Emergency Lights	No	No	No	Emergency Lights	No	No
Exit Signs	No	No	No	Exit Signs	No	No
Fire Alarm System	Partial	Yes	Partial	Fire Alarm System	Partial	Yes
Fire Extinguishers	Yes	Yes	Yes	Fire Extinguishers	Yes	Yes
Fire-rated Corridors / Fire Doors	No	No	No	Fire-rated Corridors / Fire Doors	No	No
Fire-rated Exit Stairs	No	No	No	Fire-rated Exit Stairs	No	No
Smoke Detection	Yes	Yes	Yes	Smoke Detection	Yes	Yes
Sprinkler System	No	Yes	No	Sprinkler System	No	Yes
Standpipe System	No	No	No	Standpipe System	No	No

APPENDICES

CAMPUS SAFETY INFORMATION GLOSSARY

Definitions of reportable incidents and locations

Offense Type

FBI Uniform Crime Reporting National Incident Base Reporting Board Standards definitions. When not in conflict with the Clery Act, the standards of the FBI's Uniform Crime Reporting program are used.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Drug law violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate crimes: Are defined according to the FBI Uniform Crime Reporting Standards as A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, ethnicity/ national origin, or sexual-orientation.. For an incident to be considered a hate crime, it must be a component of one of the following crimes: murder, manslaughter, a forcible sex offense, a non-forcible sex offense, robbery, aggravated assault, burglary, arson, or motor vehicle theft. There must be objective evidence that the victim of these listed crimes was chosen on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Liquor law violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Motor vehicle theft: The theft, or attempted theft, of a motor vehicle.

Murder and nonnegligent manslaughter: The willful (nonnegligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through negligence.

Robbery: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sex offenses, forcible: Sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.

Sex offenses, non-forcible: Unlawful, non-forcible sexual intercourse. A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein

marriage is prohibited by law. B. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon law violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Location

Excerpted from Implementing Regulations of the Campus Security Act, Federal Register April 29, 1994, Vol. 59, No. 82. Title 34, Volume 3. Revised as of July 1, 2003, 34CFR668.46

Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential facility: Includes those buildings designated as Residence Halls and University Apartments.

Non-campus building or property: Any building or property owned or controlled by a student organization, such as a fraternity or sorority, that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

WORKPLACE VIOLENCE POLICY

The safety and security of Kansas State University employees, students, and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the University's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official university business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations or retaliation for reporting violations of this policy will lead to disciplinary action that may include suspension or expulsion, dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from state-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s). The university Threat Management Team will investigate potential violations of this policy that involve employees and will recommend actions to immediately manage and alleviate any determined threat. The Critical Incident Response Team (CIRT) will investigate potential violations of this policy that involves only students. When incidents involve a combination of faculty, staff, students or visitors the CIRT will work in conjunction with the Threat Management Team to manage and alleviate any determined threat.

Employees are responsible for notifying the Associate Vice President of Human Resources of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide their agency designee with a copy of such order.

The university Threat Management Team is chaired by the Associate Vice President of Human Resources. Other members include representatives from:

- University Police Department
- Counseling Services
- Office of General Counsel
- Employee Relations - in cases involving classified employees
- Office of Academic Personnel - in cases involving unclassified employees
- Office of Student Life - in cases involving students
- Graduate School - in cases involving graduate students

The university Critical Incident Response Team is chaired by the Director of Student Life. Other members include:

- College Dean's Office representative
- Director of Counseling Services
- Associate Director of Housing and Dining
- K-State Police Captain
- Lafene Health Center representative
- Other support staff, as needed

This policy is maintained in the K-State Policy and Procedure manual:

www.k-state.edu/policies/ppm/4060.html

Workplace Violence Policy

Chapter 4060

Revised February 26, 2009

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE, AND PROCEDURE FOR REVIEWING COMPLAINTS

Chapter 3010
Revised August 31, 2011

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.010 Affirmative Action Policy

Kansas State University has a longstanding policy of non-discrimination in matters of employment. Our Affirmative Action Plan constitutes a serious commitment of the University to the continuing implementation of that policy.

The policy of Kansas State University is to assure equal opportunity to qualified individuals regardless of their race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, and to promote the full realization of equal employment opportunity for minorities and women through a comprehensive affirmative action program. In addition, the University will assure equal opportunity for persons with disabilities, disabled veterans, and Vietnam Era veterans regarding positions for which they are qualified.

The affirmative action policy covers all aspects of the employment relationship - including recruitment, hiring, assignment of duties, promotion, tenure, compensation, selection for training, and termination. The policy applies to all units and governs employment of all employees, including student employees, of Kansas State University.

Diversity has a value to be weighed in the hiring process. It is not enough for us to say that we will not discriminate. It is our legal and moral obligation to take positive action to ensure the full realization of equal opportunity for all who work or seek to work for Kansas State University. We must make special efforts to identify promising minority persons and women for positions in all areas and at all levels in which these groups are unrepresented or under represented relative to their availability. Then, we must base our selections on the candidates' qualifications to carry out the responsibilities of the positions and the University's affirmative action goals.

The administration of the University is committed to and reaffirms its support of the principle of equal employment opportunity and charges each unit within the University to conduct its recruitment and employment practices in conformity with this principle and in accordance with the Affirmative Action Plan. Responsibility for monitoring the implementation of this policy is delegated to the Office of Affirmative Action, 214 Anderson Hall.

.020 Policy Prohibiting Discrimination, Harassment, and Sexual Violence

Kansas State University will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), and retaliation. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities. The academic or work relationship sometimes extends beyond the University campus and after University work and class hours. Therefore, in some situations, this Policy may apply to allegations of discrimination, harassment or retaliation for behavior that occurs off campus or during after-hours functions sponsored by the University. Off campus occurrences that are not related to University-sponsored programs or activities are investigated under this Policy only if those occurrences relate to discrimination, harassment, or retaliation alleged on campus.

Supervisors and administrators must report complaints to the Office of Affirmative Action ("OAA"), keep complaints confidential, protect the privacy of all parties involved in a complaint, and prevent or eliminate discrimination, harassment or retaliation; failure to do so is a violation of this Policy. Complaints must be filed within 60 (180 for sexual violence) calendar days of the alleged discrimination, harassment, or retaliation. Complaints are confidential and will not be disclosed to anyone who does not have a need to know - this requirement applies to complainants, respondents, witnesses, and any others involved with a complaint. The University cannot guarantee absolute confidentiality, although the University will protect the privacy of all parties to the extent possible - consistent with preventing future acts of discrimination, harassment or retaliation, providing a remedy to persons injured, and allowing respondents to reply to a complaint if it warrants an administrative review. Complaint information may be disclosed to state or federal anti-discrimination agencies for investigations and during litigation. Where the University has knowledge of alleged behavior which, if true, may violate this policy, and the alleged victim does not file a complaint, the University may conduct an administrative review if it has reason to believe a review is necessary to resolve a report of discrimination, harassment, or retaliation.

An impartial administrative review team ("ART") consisting of a representative of the Office of Affirmative Action and one or more Responsible Administrators will evaluate each complaint and, if warranted, conduct a thorough and objective administrative review. If the ART decides to conduct an administrative review, it will inform the complainant and respondent of the content of the complaint, allow each of them a full opportunity to be heard, and respond to questions concerning the progress of the review. Complainants, respondents, and witnesses are generally not permitted to have an individual accompany them to interviews with the ART. The time required for reviews will vary; however, the goal is to complete reviews within 60 calendar days. At any point during the administrative review, the ART may refer either or both parties to the

ombudspersons, Employee Assistance, Employee Relations, University Counseling Services, the Office of Student Life, Human Resources, director of the Women's Center, dean or department head, Mediation Services, the human systems consultant, or other persons deemed appropriate by the ART.

Possible outcome of the review is either:

(1) a finding of no violation of this Policy;

or

(2) a finding of violation of this Policy.

The ART will provide a report of its findings and recommendations to the complainant, respondent and the Deciding Administrator. When appropriate, the ART report will include instructions to the Deciding Administrator to provide OAA with a written report concerning implementation of the recommendations.

Persons who violate this Policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the University. Remedial actions will be taken to restore any losses suffered as a result of a violation of this Policy. Examples of remedial actions include, but are not limited to, reevaluation of a grade, an evaluation completed by someone other than the respondent, reconsideration of an application for employment, placement in a position, back pay and lost benefits, withdrawal of a disciplinary action, or a change of housing.

All persons covered by this Policy are required to fully cooperate in administrative reviews and to provide information, including official personnel or student files and records, and other materials necessary to complete a thorough review of complaints. Any person who knowingly files a false complaint, who knowingly provides false or misleading information, or who violates the confidentiality provisions of this Policy, is subject to disciplinary action. No action will be taken against an individual who makes a good faith complaint, even if the allegations are not substantiated.

This Policy shall supercede any other University policies or procedures that conflict with it.

.030 Definitions

Discrimination: In this Policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of protected groups without a valid business or academic reason.

Harassment: In this Policy, the term "harassment" can have two different definitions, depending on where the alleged conduct takes place and its context. Harassment meeting either of these definitions is considered discrimination.

In the work and on-campus housing environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that:

(1) has the purpose or effect of:

(a) creating an intimidating, hostile, or offensive work environment or on-campus housing environment for the person(s);

or

(b) unreasonably interfering with the work, or on-campus housing, of the person(s);

and

(2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person's employment or use of on-campus housing.

In the academic environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that: (1) has the purpose and effect of: (a) creating an intimidating, hostile, or offensive educational environment for the person(s); or (b) unreasonably interfering with the academic performance or participation in any university-sponsored activity of the person; or (c) threatening the academic opportunities of the person; and (2) is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's academic opportunities or participation in university-sponsored activities.

Whether conduct is sufficient to constitute "harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet the definition to be "harassment" under this Policy. Repeated incidents, even where each would not, on its own, constitute harassment, may collectively constitute harassment under these definitions.

Depending on the circumstances, some occurrences may require evaluation under both definitions.

Sexual Harassment: In this Policy, the term "sexual harassment" is a type of harassment that involves unwelcome sexual advances, requests for sexual favors, disparagement of members of one sex, or other conduct of a sexual nature when:

(1) (a) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, on-campus housing, or participation in a university-sponsored activity or program;

or

(b) submission to or rejection of such conduct is used as the basis for or as a factor in decisions affecting that individual's employment, education, on-campus housing, or participation in a university-sponsored activity or program;

or

(c) such conduct meets either "harassment" definition in B., above;

and

(2) the conduct is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's employment, use of on-campus housing, academic opportunities, or participation in university-sponsored activities or programs.

Sexual harassment may occur between persons of the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute "sexual harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be "sexual harassment" under this Policy.

Sexual harassment meeting this definition is considered discrimination.

Sexual Violence: In this Policy, the term "sexual violence" refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence meeting this definition is considered sexual harassment, and is therefore considered to be discrimination.

Retaliation: In this Policy, retaliation is any attempted or completed adverse action taken without a legitimate reason against an individual because he or she has filed a complaint under this Policy, opposed a policy or practice the individual believed was discrimination under this Policy, or participated in the investigation or resolution of a complaint under this Policy.

Responsible Administrator: In this Policy, the Responsible Administrator is typically the University official with authority to implement the recommendations of an ART, and is usually the direct supervisor of a respondent who is a University employee. In cases involving a student or graduate student as respondent, a representative of the Office of Student Life or the Graduate School, respectively, is the Responsible Administrator. In cases involving a student or graduate student as complainant, a representative of the Office of Student Life or the Graduate School may be on the ART as an additional Responsible Administrator, if requested by OAA.

Deciding Administrator: The Deciding Administrator is always the University official with authority to implement the recommendations of an ART, and is usually the direct supervisor of a respondent who is an unclassified University employee. For classified employees, the Deciding Administrator is the Appointing Authority, as defined by state law. In cases involving an undergraduate student as respondent, the Director of the Office of Student Life is the Deciding Administrator. In cases involving a graduate student as respondent, the Dean of the Graduate School is the Deciding Administrator. The Deciding Administrator will often serve as the Responsible Administrator for the same complaint. A Deciding Administrator does not serve as the Appeal Administrator regarding the same complaint, except in the case of classified employees as respondents.

Appeal Administrator: The Appeal Administrator is the direct supervisor of the Deciding Administrator, except in the case of classified employees as respondents. For classified employees, the Peer Review Committee evaluates an appeal based upon the same standards required of Appeal Administrators, and shall make a written recommendation to the Appointing Authority. The Appointing Authority makes the final decision.

If the University President is the Deciding Administrator, then there is no appeal available.

.040 Procedure for Reviewing Complaints

Step 1-The Initial Report: Any person covered by this Policy may either

- (a) report the complaint to the head of the department or unit in which the conduct occurred, but if that person's conduct is the reason for the complaint, then report the conduct to the next higher level of supervision;
- (b) report the complaint to the Office of Affirmative Action.

Students and graduate students respectively may also report their complaint to the Office of Student Life or to the Graduate School. Persons may submit complaints regarding sexual violence to the director of the Women's Center.

The initial report may be oral or written. The initial report should include as much information as possible regarding the alleged conduct or incidents, including but not limited to: the dates and locations of the conduct; the effect the conduct has had on employment, learning or living environment or the complainant's ability to participate in university programs or activities; and the name and title of the person alleged to have engaged in the conduct.

In the event of a sexual violence complaint, the director of the Women's Center should interview the complainant, with the understanding that the University is obligated to investigate if it has enough information to do so. The director of the Women's Center should explain to the complainant that the University may not be able to ensure confidentiality. If the director of the Women's Center determines that there is enough information to investigate, then the director immediately notifies the Office of Student Life or the Associate Vice-President of Human Resources, so that the Critical Incident Response Team or Threat Management Team process can begin. Additionally, the director immediately notifies OAA, so that the ART process can begin. The director should also encourage the complainant to file a complaint with the police.

If the director of the Women's Center determines there is not sufficient information for an investigation, the director submits a written report to OAA explaining why the information was insufficient, and should document whether the complainant refused to provide information that would be necessary for a University investigation.

Step 2-Formation of the Administrative Review Team: The administrator who receives the report will inform the Office of Affirmative Action of the report. Likewise, the Office of Affirmative Action staff member who receives the report will inform the head of the department or unit, unless that person's conduct is the reason for the complaint. The Office of Affirmative Action will then ask the president, provost and senior vice president, a vice president, an associate vice president or a dean to designate the Responsible Administrator to serve on the ART. The OAA staff member and the Responsible Administrator(s) become the ART for the complaint.

Step 3-Administrative Review Team's Initial Evaluation of the Complaint: The ART will interview the complainant as soon as possible after the report so that the ART members hear the complaint and get sufficient information to decide how to process the complaint. If the ART determines that the alleged conduct, even if true, would not constitute a violation of this Policy, then the ART will notify the complainant that the complaint does not warrant further review under this Policy. That notice will explain the ART's decision and refer the complainant to the appropriate University office.

A complainant's failure or refusal to participate in the ART process may prevent the ART from investigating the alleged conduct. To the extent possible, the ART will proceed with an investigation if a report alleges conduct that would constitute a violation of this Policy.

Step 4-Written Complaint: If the complaint warrants further review, the ART will accept a written complaint, or will draft a complaint based on information obtained during the interview. In the latter case, the ART will ask the complainant to read and, if necessary, to make corrections for accuracy and sign the complaint.

Step 5-Investigation: With or without a signed complaint, the ART will:

Meet with the respondent to provide a copy of the complaint, explain procedures, caution against retaliation, ask the respondent to provide an oral or written response within ten (10) calendar days, and inform the respondent that the review will proceed with or without the response;

Receive, clarify and evaluate the respondent's response to the complaint, if a response is made; and

Interview any persons with specific knowledge of the alleged incident(s) and review relevant policies, procedures, files, documents, and records.

Step 6-Determination and Written Report: The ART will consider all of the information it gathered and decide whether or not the respondent violated this Policy, based on the preponderance of the evidence. If the ART determines that the respondent did not violate this

Policy, it will provide the complainant, the respondent, and the Deciding Administrator a written report that describes the review, makes findings of fact and any recommendations, and describes what the complainant must do to file an appeal. If the ART determines that the respondent violated this Policy, it will prepare a written report to the Deciding Administrator that describes the review, makes findings of fact, and provides recommendations for sanctions (and, if appropriate, remedial actions, referrals, and follow-up). The complainant and the respondent shall be provided a copy of the written report at the same time as the Deciding Administrator.

Step 7-Appeals if No Violation Found: If the ART determines that there was no violation of this Policy, then the complainant may submit an appeal to the Deciding Administrator. That appeal must be submitted in writing to the Deciding Administrator within ten (10) calendar days from the date the ART's determination letter was issued. The appeal must state every ground on which the appeal is based.

On appeal, the Deciding Administrator does not conduct a new investigation. The Deciding Administrator may only decide, based upon the information presented, whether the ART's determination was "clearly erroneous" (i.e., plainly in error). The Deciding Administrator will defer to the ART for all credibility decisions (e.g., who is telling the truth). If an error(s) was made that would not have changed the determination (i.e., "harmless error"), then that error must be disregarded. In the event that a Deciding Administrator decides that an ART finding is clearly erroneous, the Deciding Administrator shall refer the matter back to the ART for further investigation and shall provide the ART with a specific written basis for the "clearly erroneous" determination.

If the Deciding Administrator determines that the ART's findings are not clearly erroneous, then the Deciding Administrator's determination is final and not subject to further review within the University.

The Deciding Administrator should rule on an appeal in a timely fashion, preferably within thirty (30) calendar days after receipt of the appeal. Rulings should be made in writing, with copies to the complainant, respondent, OAA, and the Office of General Counsel.

Step 8-Decision on Sanction if Violation Found: If the ART determines that this Policy was violated, then the ART will make a recommendation regarding sanctions. The Deciding Administrator decides the sanctions. Within ten (10) calendar days from the date the ART's determination letter was issued, the complainant and respondent may submit written comments to the Deciding Administrator regarding the ART report. Decisions on sanctions should be made in a timely fashion after the expiration of the ten (10) day comment period, and preferably within thirty (30) calendar days after receipt of the ART's report. Once sanctions are decided, they shall be implemented immediately, regardless of whether the complainant or respondent intends to appeal.

If the Deciding Administrator determines that the ART's violation determination was clearly erroneous, as described in Step 7, then the Deciding Administrator shall remand the matter back to the ART for further investigation and shall provide the ART with a specific written basis for

the "clearly erroneous" determination. The process then returns to Step 5. A decision to remand to the ART is not subject to appeal.

Decisions should be made in writing, with copies to the complainant, respondent, OAA, and the Office of General Counsel. Decisions that impose sanctions should identify the appropriate Appeal Administrator and the ten-day period in which an appeal must be submitted.

Step 9-Appeal of a Sanction: If the Deciding Administrator imposes a sanction, then a written appeal may be submitted to the Appeal Administrator within ten (10) calendar days from the date of the Deciding Administrator's written decision.

A respondent's appeal must be in writing and the appeal must state every ground on which the appeal is based. A complainant's appeal must be in writing, must state every ground on which the appeal is based, and may appeal only the severity of the sanction.

The appeal does not involve a new investigation. The appeal may only decide, based upon the written information presented, whether the Deciding Administrator's basis for imposing sanctions, and/or the sanctions themselves, were "arbitrary and capricious." This means that there must be no reasonable basis, under circumstances presented, to uphold the sanctions imposed by the Deciding Administrator. The appeal must defer to the ART for all credibility decisions (e.g., who is telling the truth). A Deciding Administrator who follows the ART's recommended sanction will be presumed not to have acted arbitrarily or capriciously, unless conclusively demonstrated otherwise.

If the Appeal Administrator determines that the ART's violation determination was arbitrary and capricious, then the Appeal Administrator shall remand the matter back to the ART for further investigation and shall provide the ART with a specific written basis for the "arbitrary and capricious" determination. The process then returns to Step 5. A decision to remand to the ART is not subject to appeal.

If the Appeal Administrator determines that the Deciding Administrator's sanctions are arbitrary and capricious, then the Appeal Administrator shall refer the matter back to the Deciding Administrator for further review and shall provide the Deciding Administrator with a specific written basis for the "arbitrary and capricious" determination. The process then returns to Step 8. A decision to remand to the Deciding Administrator is not subject to appeal.

The Appeal Administrator should rule on an appeal in a timely fashion, preferably within thirty (30) calendar days after receipt of the appeal. Rulings should be made in writing, with copies to the complainant, respondent, OAA, and the Office of General Counsel. A ruling by the Appeal Administrator that affirms the Deciding Administrator's decision is not subject to further review within the University.

.050 Questions

Please refer questions regarding this Policy to the Office of Affirmative Action, telephone 532-6220.

ALCOHOLIC BEVERAGE POLICY

Chapter 3053

Revised August 10, 2011

- .010 Introduction
- .020 Alcoholic Liquor
- .025 *Alcoholic Liquor for K-State Olathe*
- .030 Cereal Malt Beverage (3.2% beer)
- .040 Athletic Facilities or Athletic Events
- .050 Alcohol Policy for Student Organizations
- .060 Summary of Pertinent Laws
- .070 Questions
- Attachment
- .100 Alcoholic Beverage Request
- .110 *Alcoholic Beverage Request for K-State Olathe*

.010 Introduction

A bill passed by the 1987 legislature permits consumption of alcoholic liquor in non-classroom space on property under the control of the State Board of Regents. Pursuant to the new law, the Board of Regents has adopted the following policy:

Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the administration of each school and set forth in an institutional policy on service of alcoholic liquor. Alcoholic liquor may only be served at luncheons, dinners or receptions which honor individuals and which occur in connection with official University events and/or fund-raising activities for University programs. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non-classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the Executive Director on behalf of the Board. Each institutional chief executive officer shall also be prepared to provide information to the Board in relation to the service of alcoholic liquor on campus as requested by the Board or Executive Director. (Board of Regents, Minutes, 2/18/88.)

"Alcoholic liquor" includes all alcoholic beverages except cereal malt beverages containing 3.2% or less alcohol.

The following are the university's requirements pertaining to alcoholic beverages. Requirements regarding service shall be construed also to pertain to possession and consumption.

.020 Alcoholic Liquor

The service of alcoholic liquor is not permitted on university property except in accordance with the following requirements:

Alcoholic liquor may be served on university property only in connection with a sponsor or host organization, for an approved event, and subject to the requirements prescribed herein.

Non-classroom areas in the following buildings and their immediately adjacent outside grounds are the only areas approved for the service of alcoholic liquor at Kansas State University:

K-State Union	Football Office Bldg., Big Eight Room only
McCain Auditorium	Bramlage Coliseum
Hale Library, Rm. 315 & foyers	Holton Hall
Durland Hall, Foyer only	Cafeteria and state portion of KSU Foundation Center
Nichols Hall, Foyer only	Weber Hall, Arena only
Derby Food Center	Foyer of Technology Bldg. & Cafeteria of Aeronautical Ctr.
Justin Hall, Hoffman Lounge only	College of Business Student Learning Center - Calvin Hall
Brandeberry Complex	Dev Nelson Press Box
Club Level and Suites of East Side Football Stadium Addition	The Marianna Kistler Beach Museum of Art
Bill Snyder Family Stadium	Tointon Family Baseball Stadium
Leadership Studies Building - Balcony and Conference Room only	

In Jardine Complex:

Frith Community Center	
The Overlook (area overlooking the pond)	The Plaza
The Tower Building	Building 5

On the campus of Kansas State University - Salina:

The College Center: Conference Center Ground Floor	
The Student Life Center: Public Access area	Aviation Department Maintenance Hanger
Technology Center Mezzanine	Ballou Plaza

The sponsor or host organization must request approval of the President at least 15 days in advance of any event at which alcoholic liquor is to be served using the attached Alcoholic

Beverage Request form. (Additional forms may be obtained in the President's Office.) In the case of the K-State Union, approval must also be obtained from the Director.

The sponsor or host organization will make arrangements for the provision of alcoholic liquor at each such event. A temporary permit from the Director of Alcohol Beverage Control is needed when any one of the following circumstances exists:

1. The event is open to the public;
2. Attendees purchase alcoholic beverages;
3. Individuals pay to attend the event, such as a dinner or reception, and receive alcoholic beverages in return for their payment; or
4. A licensed caterer is not used for the event.

No permit is needed when all of the following circumstances exist:

1. The event is by invitation only and is not open to the public;
2. Attendees do not purchase alcoholic beverages; and
3. Attendees do not receive alcoholic beverages in return for a payment made to attend the event.

The sponsor or host organization and any licensed caterer used by the organization will be responsible for assuring that no person under 21 years of age is allowed to consume alcoholic liquor at an event at which alcohol is served. Non-alcoholic beverages and food shall be available in the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages. Whenever feasible, host organizations will require that caterers providing alcoholic beverages agree that Kansas State University and the Kansas Board of Regents be indemnified and held harmless for any and all liability caused by the negligence of the caterer and that the caterer have in effect adequate insurance to provide liability protection.

Under state law, alcohol is permitted in state owned residences furnished to state officers and employees, and the guidelines in the paragraph above are not applicable.

.025 Alcoholic Liquor for K-State Olathe

The service of alcoholic liquor is not permitted on K-State property except in accordance with the following requirements:

Alcoholic liquor may be served on K-State property only in connection with a sponsor or host organization, for an approved event, and subject to the requirements prescribed herein.

Non-classroom areas in the following buildings and their immediately adjacent outside grounds are the only areas approved for the service of alcoholic liquor at Kansas State University:

On the campus of Kansas State University

- K-State Olathe:

Bistro

Bistro Patio

Cat's Pause East Lounge

Executive Board Room

Studio Kitchen

Great Plains Room

Lobby and adjacent area

Patio Deck and adjacent area

The sponsor or host organization must request approval of the CEO of K-State Olathe at least 7 days in advance of any event at which alcoholic liquor is to be served using the attached Alcoholic Beverage Request form.

Alcohol may only be served by an approved caterer. The caterer must be licensed by the State of Kansas and the City of Olathe. If alcohol is to be sold or if the event is open to the public, the caterer must hold a valid Kansas liquor license.

The sponsor or host organization and any licensed caterer used by the organization will be responsible for assuring that no person under 21 years of age is allowed to consume alcoholic liquor at an event at which alcohol is served. Non-alcoholic beverages and food shall be available in the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages. Whenever feasible, host organizations will require that caterers providing alcoholic beverages agree that K-State Olathe, Kansas State University and the Kansas Board of Regents be indemnified and held harmless for any and all liability caused by the negligence of the caterer and that the caterer have in effect adequate insurance to provide liability protection.

.030 Cereal Malt Beverage (3.2% beer)

Board of Regents' policy permits the service of cereal malt beverages (3.2% beer) under authorized and appropriately controlled conditions and regulations to be determined by the administration of each school. Kansas State University has adopted the following policies:

The service of 3.2% beer is not permitted on university property with the following exceptions:

1. 3.2% beer may be possessed or consumed by those of legal age to possess and consume in private rooms and approved public areas of residence halls.
2. 3.2% beer may be consumed by those of legal age in outdoor areas surrounding the residence halls, providing it is done in areas away from public streets and in connection with a sponsor or host organization for an approved event. The executive board of Kansas State University Association of Residence Halls will determine the suitability of an area. Approval must be granted by the hall governing board and the hall director of the hall involved in the event.
3. 3.2% beer may be served in non-classroom areas for events for which the service of alcoholic liquor has been approved.

.040 Athletic Facilities or Athletic Events

1. There will be no sale, possession or consumption of alcoholic liquor or cereal malt beverages at athletic events, except in the strictly limited manner provided for in this policy. To ensure general awareness and impartiality of enforcement, the athletic department administration is responsible for communicating with students and the general public who attend athletic events of the state laws and university policies regarding alcohol. This will include among other methods, signage for public information at appropriate locations, flyers, inserts in ticket promotions, and press statements.
2. However, cereal malt beverage (3.2% beer) may be sold and consumed at athletic events in designated areas (see section .020 above) in accordance with the provisions of this policy.

3. Persons attending events in KSU Football Stadium will not be permitted to bring beverage containers into the stadium. KSU police officers and athletic ticket takers will ask persons bringing beverage containers to the gates to leave them outside or return them to their private vehicles. Any containers found inside the stadium will be confiscated.
4. Any disorderly person will be barred from entering an athletic event or will be evicted from the event at the discretion of Athletic Department employees and the KSU police.

.050 Alcohol Policy for Student Organizations

All student organizations are encouraged to pursue actively non-alcoholic programming and to develop and implement alcohol awareness and responsible consumption programs for their members and guests.

If alcoholic liquor or 3.2% beer is a part of an organization's activities, the following guidelines are applicable for such an event:

1. If the function includes the sale of alcoholic beverages, a permit must be obtained from the appropriate state office or ABC Board.
2. Individuals in the organization sponsoring the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
3. At functions where alcoholic beverages are provided by the sponsoring organization, direct access must be limited to a person(s) designated as the server(s).
4. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
5. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
6. A reasonable portion of the budget for the event must be designated for the purchase of food items.
7. No function or event shall include any form of "drinking contest" in its activities or promotion, nor should the function or event encourage, in any direct or indirect manner, excessive consumption of alcoholic beverages by persons of legal age who may be in attendance.
8. Advertisement for any student organization event where alcoholic beverages are served shall note the availability of non-alcoholic beverages as prominently as alcoholic beverages. Alcoholic beverages should not be used as an inducement to participate in a campus event or be provided as free awards to individual students or campus organizations.
9. Promotional materials, including advertisement for any student organization event, shall not encourage any form of alcohol abuse, nor shall it place emphasis on quantity and frequency of use (e.g. the number of beer kegs available).
10. Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the University Activities Board Sales and Solicitation Policy and should avoid demeaning sexual or discriminatory portrayal of individuals.
11. Advertising and other promotional campus activities should not associate alcoholic beverage consumption as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

12. University-affiliated, state-owned property may not be used for commercial advertising except in conjunction with or when sponsored by a University Activities Board registered organization or university department, and providing that the organization or department is clearly identified as the sponsor. The university does not lend its name to the advertisement and endorsement of commercial enterprises and products.

.060 Summary of Pertinent Laws

Kansas Law prohibits the following acts and makes violations of such acts punishable as misdemeanors. Depending upon the particular violation, punishments include substantial fines, performance of public service, jail sentences, and suspension, restriction, or revocation of drivers' licenses.

Among other matters it is unlawful:

- for persons under 21 years of age to obtain or purchase, or attempt to obtain or purchase, alcoholic liquor (6% beer, wine, hard liquor) or to possess or consume alcoholic liquor.
- to furnish alcoholic liquor or 3.2% beer to any person under the legal age for consumption of such beverages.
- to provide alcoholic liquor to any person who is physically or mentally incapacitated by the consumption of such liquor.
- for anyone to allow unlawful consumption of alcoholic liquor or 3.2% beer on their property over which they have control.
- to sell or offer for sale whole or mixed drinks of alcoholic liquor or 3.2% beer without a state issued license.
- to transport within access of the driver or passengers any alcoholic liquor or 3.2% beer to which the original cap, seal, package, or container has been removed (open container law). Exception--certain buses and recreational vehicles when not in the driver's compartment.
- to operate any vehicle within the State of Kansas under the influence of alcohol or drugs. A driver who has more than .08% alcohol (for persons under 21 years of age to operate a vehicle with more than .02% alcohol) in his or her blood is presumed to be under the influence. Less than .08% may be considered with other evidence to determine DUI. If an individual is found to be under the influence while operating a motor vehicle and a motor vehicle accident resulted in personal injury or death, that individual will not be eligible for a diversion agreement (i.e., community service, driver's school, etc., in place of incarceration in jail).
- to refuse to submit to tests for the presence of alcohol or drugs when lawfully requested to do so by a law enforcement officer. Such refusal will result in a loss of driver's license for one year.
- to display or possess a canceled, fictitious, fraudulently altered or fraudulently obtained identification card.
- to lend or permit the use of one's driver's license or identification card by another person.
- to, in any way, create a reproduction of a driver's license.

The City of Manhattan has adopted as city ordinances similar laws relating to the control of alcoholic liquor and 3.2% beer. Further, under city ordinance among other matters it is unlawful:

- for persons under 18 years of age to remain in any tavern after the hour of 8:00 p.m. unless employed by the establishment or accompanied by a parent or guardian.
- to willfully disturb the peace and quiet of any person, family or neighborhood or to engage in disorderly conduct.
- to fail to depart from an unlawful assembly after being directed to do so by a law enforcement officer. An unlawful assembly is a meeting or coming together of five or more persons engaging in conduct which constitutes disorderly conduct, a riot, disturbing quietude or disturbing the peace.

.070 Questions

Questions relating to the information in this chapter should be directed to the University General Counsel Office, telephone 5730.

UNIVERSITY WEAPONS POLICY

Kansas State University prohibits the possession or use of firearms, explosives, or other weapons on any University campus, as provided in the Kansas Board of Regents policy.

Kansas Board of Regents Policy on Weapons Possession

a. To the extent allowed by law and except as otherwise provided herein, the campus of each state university shall be weapons-free. Each entrance to each building and facility on each campus shall be posted in accordance with K.S.A. 2007 Supp. 75-7c10, 75-7c11, K.A.R. 16-11-7, K.S.A. 21-4218 and K.A.R. 1-49-11, and amendments thereto.

Additional signs may be posted as appropriate. Notice of this policy shall also be given in each state university's student code of conduct, housing contracts and employee policies.

b. Nothing in this section shall be read to prohibit possession of weapons on campus (1) as necessary for the conduct of Board approved academic programs or university approved activities or practices, or (2) by university police or security officers while acting within the scope of their employment. Each university shall develop and follow procedures for the safe possession, use and storage of such weapons and shall notify the Board in writing of any activities or practices involving weapons that are approved by the university under paragraph (1) of this subsection b.

c. For the purpose of this policy, "weapons" means:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
3. any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
4. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
6. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
9. any martial arts weapon such as nunchucks or throwing stars; or

10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

KSU also prohibits weapons at all off-campus University sponsored or supervised activities.

Persons with knowledge or information of conduct which may constitute a violation of this policy are urged to contact the KSU Police Department. Housing residents wishing to have a weapon must store that weapon off campus.

Questions regarding this policy are to be directed to the KSU Police Department at (785) 532-6412.

This policy is maintained in the K-State Policy and Procedure manual:

<http://www.k-state.edu/policies/ppm/3770.html>

University Weapons Policy

Chapter 3770

Revised September 25, 2009