

# ***2007 Annual Campus Security Report for 2006, K-State at Salina***

*"Our vision at K-State Salina is a campus atmosphere that not only allows success, but encourages excellence. This vision can only be obtained in a safe and secure environment that encompasses the academic, social, recreational, and housing areas of the campus. All members of our K-State family are part of a team that determines and develops this campus atmosphere. Students have a major impact developing an atmosphere through their active involvement and campus leadership. Faculty and staff strive to create structured learning environments using the latest technology in a safe and controlled manner. Alumni and our corporate sponsors share their equipment and safety expertise to enhance the learning environment on the campus. As a result of the collective efforts of the K-State Salina team, a safe and secure environment that will encourage excellence can be established. I encourage you to read and use this material to become an active member of our excellence team."*

--Dr. Dennis Kuhlman, Dean, College of Technology and Aviation, Kansas State University

## **Background—Kansas State University at Salina**

Kansas State University at Salina is a community of more than 125 faculty and staff and approximately 900 students. The 125-acre campus is located in Salina, a city of approximately 47,000 residents. The College 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.

Established in 1965 as the state's first public college of technology, K-State at Salina has been growing and changing to meet the needs of business and industry in our state, our nation and the world. The Salina campus is located on the former Schilling Air Force Base and has been known as Schilling Institute, Kansas Technical College, and Kansas College of Technology. In 1991, it merged with Kansas State University and became the ninth college of the University.

Developing a safe and secure environment at an academic institution is the responsibility of the entire community. The Department of Public Safety on the Kansas State University main campus and the Security Department on the Salina campus have the responsibility to identify programs, methods, and approaches to help the Salina campus maintain a reasonably safe and secure environment.

Additional administrative units that assist with campus safety are College Advancement, Student Life, Residence Life, the Recreation Center and the Student Governing Association.

## **Security Department**

The Kansas State University at Salina Safety/Security Department helps preserve a safe campus environment where diverse social, cultural, and academic values are allowed to develop and prosper. The Safety/Security Department consists of four full-time security officers. One University police captain from the Manhattan University Police Department is assigned to the Salina campus to liaison with local law enforcement agencies and direct security services for the Salina campus. The K-State Salina Security Department maintains a close working relationship

with local and state law enforcement agencies in an effort to maximize the services provided to the University community.

### **Emergency Telephone Numbers**

Emergency--ambulance, fire, police (DIAL 9 WHEN ON-CAMPUS)	911
Security (After hours, weekends, and holidays)	785-826-2909
Security (8 a.m. – 5 p.m., weekdays)	785-826-2952
Salina campus University Police (8a.m. - 5 p.m., weekdays)	785-826-2952

### **Assistance Phone Numbers**

Office of Student Life (Asst. Dir. of College Adv. for Student Life)	785-826-2610
Office of Residence Life	785-826-2957
Salina Campus Counselor	785-826-2694
Women's Center (Manhattan campus)	785-832-6444
Central Kansas Foundation	785-825-6224
Salina Hotline	785-827-4747
Central Mental Health Center	785-823-6322
Domestic Violence Association of Central Kansas	785-827-5862

### **Responding to Calls**

K-State Salina security officers carry cellular telephones and can be reached in case of emergency anytime at 785-826-2909. Emergency calls received by security officers are promptly referred to Police, Ambulance, or Fire Departments as necessary. Security officers also notify the appropriate campus administrator and provide a written incident report on all emergency situations. Criminal investigations, vehicle accidents, and / or moving violations are referred to the Salina Police Department.

Salina police officers periodically drive through the campus as part of their routine patrol practices. The Salina Police and Fire Department respond to all police and fire calls on the campus. Offenses occurring off campus are recorded daily in the Salina newspaper. The Salina Police Department and Saline County Sheriff's Office furnish limited information to the University about crimes occurring adjacent to the campus. The University attempts to monitor off-campus incidents and alerts the University community of those incidents that may be of concern to the safety and welfare of University community members.

### **Crime Prevention**

Crime prevention demands constant interaction and outreach to the community. The K-State at Salina Security Department distributes materials directed toward familiarizing students, faculty, and staff with their responsibility in reducing criminal opportunity. Crime prevention brochures, posters, and handouts are used to help make all members of the campus community aware of the potential for crime. K-State at Salina Security relies on the media to present information to the community about situations that may pose a potential threat to its members. The Office of Student Life and the Office of Residence Life additionally offer programs, information, and resources to students, faculty, and staff in order to provide further opportunities for campus community members to educate and protect themselves while

helping to prevent crime.

### **How to Report Crimes and Other Emergencies Occurring On-Campus**

Preventing campus crime is a shared responsibility between K-State at Salina and its campus community members. Public apathy is a criminal's greatest ally. Campus community members should not assume that someone else has reported suspicious or criminal activity. Suspicion is the only reason anyone needs for calling the police. Crimes, suspicious activity, or other emergencies on campus should be reported immediately. If a campus community member suspects a crime has been or is being committed, s/he should call campus security at 785-826-2952 or 785-826-2909, or call the Salina Police Department immediately at 9-911. K-State at Salina Security offices are located in the Technology Assistance Center (TAC) building, and are always available by phone when they are on patrol. K-State at Salina Security officers will immediately report to the scene of a reported or suspected crime.

### **Campus Crime Statistics and Crime Rates**

In accordance with the Crime Awareness and Campus Security Act of 1990, statistical data on criminal incidents (reported to Salina Police) and arrest (on the campus) is provided as public information. The data covers a 12-month period, from January 1 through December 31, for each year listed. The offenses listed are offenses included in the statistics compiled in the Uniform Crime Report by the Federal Bureau of Investigation. The definitions of these offenses are in accordance with the Uniform Crime Report Definitions. It should be noted that the data included are only those offenses reported to the Campus Security Department and the Salina Police Department that have occurred on the Salina Campus. Statistical data on incidents off the campus involving students are not included, as they are not retrievable from local law enforcement. Additional information regarding crime rates in the community may be obtained from the Salina Police Department.

Kansas State University - Salina  
**CRIMINAL OFFENSE**  
 January 1, 2006 through December 31, 2006  
**CLEARY REPORT DATA**

	#1	#2	#3	
	Bldg & Grounds	Resident Life	Public Property	Totals
<b>Violent Crimes</b>				
Murder	0	0	0	0
Non-Negligent Homicide	0	0	0	0
<b>Sex Offenses Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0
<b>Sex Offenses Non-Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0
<b>Crimes Against Person</b>				
Robbery	0	0	0	0
Assault	0	0	0	0
Aggravated Assault	0	0	0	0
Battery	0	0	0	0
<b>Total Violent Crimes</b>	0	0	0	0
<b>Property Crimes</b>				
Burglary	1	1	0	2
Theft	4	1	0	5
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Vandalism	4	4	0	8
<b>Total Property Crimes</b>	9	6	0	15
<b>Drug/Narcotics Offenses</b>				
Possession	0	1	0	1
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0

Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drug Offenses</b>	0	1	0	1
<b>Alcohol Offenses</b>				
Minor in possession	0	3	0	3
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Alcohol Offenses</b>	0	3	0	3
<b>Weapon Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapon Offenses</b>	0	0	0	0
	Bldg & Grounds	Resident Life	Off Campus	Totals
<b>Hate Crimes</b>				
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0
National Origin	0	0	0	0
<b>Total Hate Crimes</b>	0	0	0	0
<b>Arrests:</b>				
<b>Alcohol Offenses</b>				
Minor in possession	0	3	0	3
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Alcohol</b>	0	3	0	3

<b>Arrests</b>				
<b>Drugs/Narcotics Offenses</b>				
Possession	0	0	0	0
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drugs/Narcotics Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapons Offenses Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTALS</b>	<b>9</b>	<b>13</b>	<b>0</b>	<b>22</b>

**Kansas State University - Salina**  
**CRIMINAL OFFENSE**  
January 1, 2005 through December 31, 2005

	#1	#2	#3	Totals
	Bldg & Grounds	Resident Life	Public Property	
<b>Violent Crimes</b>				
Murder	0	0	0	0
Non-Negligent	0	0	0	0
Homicide	0	0	0	0
<b>Sex Offenses Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0
<b>Sex Offenses Non-Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0

<b>Crimes Against Person</b>				
Robbery	0	0	0	0
Assault	0	0	0	0
Aggravated Assault	0	0	0	0
Battery	0	0	0	0
<b>Total Violent Crimes</b>	0	0	0	0
<b>Property Crimes</b>				
Burglary	1	0	0	1
Theft	7	1	0	8
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Vandalism	1	5	0	6
<b>Total Property Crimes</b>	9	6	0	15
<b>Drug/Narcotics Offenses</b>				
Possession	0	1	0	1
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drug Offenses</b>	0	1	0	1
	Bldg & Grounds	Resident Life	Off Campus	Totals
<b>Alcohol Offenses</b>				
Minor in possession	0	0	0	0
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Alcohol Offenses</b>	0	0	0	0
<b>Weapon Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapon Offenses</b>	0	0	0	0
<b>Hate Crimes</b>				

Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0
National Origin	0	0	0	0
<b>Total Hate Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests:</b>				
<b>Alcohol Offenses</b>				
Minor in possession	0	0	0	0
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	<b>0</b>	0	0	<b>0</b>
<b>Total Alcohol Arrests</b>	<b>0</b>	0	0	<b>0</b>
<b>Drugs/Narcotics Offenses</b>				
Possession	0	0	0	0
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drugs/Narcotics Arrests</b>	0	0	0	0

	Bldg & Grounds	Resident Life	Off Campus	Totals
<b>Weapons Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapons Offenses Arrests</b>	0	0	0	0
<b>GRAND TOTALS</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>16</b>

Kansas State University - Salina  
**CRIMINAL OFFENSE**  
 January 1, 2004 through December 31, 2004

	#1	#2	#3	
	Bldg & Grounds	Resident Life	Public Property	Totals
<b>Violent Crimes</b>				
Murder	0	0	0	0
Non-Negligent Homicide	0	0	0	0
<b>Sex Offenses Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0
<b>Sex Offenses Non-Forcible</b>				
Rape	0	0	0	0
Lewd/Lascivious	0	0	0	0
Sexual Battery	0	0	0	0
<b>Crimes Against Person</b>				
Robbery	0	0	0	0
Assault	1	0	0	1
Aggravated Assault	0	0	0	0
Battery	0	0	0	0
<b>Total Violent Crimes</b>	1	0	0	1
<b>Property Crimes</b>				
Burglary	0	1	0	1
Theft	0	4	0	4
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Vandalism	0	3	0	3
<b>Total Property Crimes</b>	0	8	0	8
<b>Drug/Narcotics Offenses</b>				
Possession	0	0	0	0
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0

Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drug Offenses</b>	0	0	0	0
<b>Alcohol Offenses</b>				
Minor in possession	0	0	0	0
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	1	0	0	1
<b>Total Alcohol Offenses</b>	1	0	0	1
<b>Weapon Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapon Offenses</b>	0	0	0	0
	Bldg & Grounds	Resident Life	Off Campus	Totals
<b>Hate Crimes</b>				
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0
National Origin	0	0	0	0
<b>Total Hate Crimes</b>	0	0	0	0
<b>Arrests:</b>				
<b>Alcohol Offenses</b>				
Minor in possession	0	0	0	0
Furnishing to minor	0	0	0	0
Sales	0	0	0	0
Transportation	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	1	0	0	1
<b>Total Alcohol</b>	1	0	0	1

<b>Arrests</b>				
<b>Drugs/Narcotics Offenses</b>				
Possession	0	0	0	0
Distribution	0	0	0	0
Trafficking	0	0	0	0
Cultivation	0	0	0	0
Sales	0	0	0	0
Manufacturing	0	0	0	0
Driving under influence	0	0	0	0
<b>Total Drugs/Narcotics Arrests</b>	0	0	0	0
<b>Weapons Offenses</b>				
Unlawful possession	0	0	0	0
Carrying without permission	0	0	0	0
Concealing illegally	0	0	0	0
Explosive device	0	0	0	0
<b>Total Weapons Offenses Arrests</b>	0	0	0	0
<b>GRAND TOTALS</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>11</b>

### **Campus Facilities and Grounds**

Kansas State University-Salina campus buildings are opened each day, Monday through Friday, at 7:00 a.m. by security and custodial service personnel. Weekends, holidays, and non-scheduled class days are opened according to scheduled building activity for that day. Administrative offices and buildings are secured at 5:00 p.m. unless building activities are scheduled after the normal closing time. All buildings are locked daily following the conclusion of scheduled activities for each building. Public access and the hours of campus operation continue to expand. Programs in the College Center and the Student Activity Center draw increasing numbers of students and visitors to the campus after sunset.

Any exterior doors found to be malfunctioning are reported to University Facilities for repair. During the time buildings are closed, security personnel regularly check each building to ensure interior and exterior doors are secured, no unsafe conditions exist, and perform other security related matters. Written reports are made of their findings and appropriate University personnel are informed of any problems found.

Additional security was implemented in the spring of 2001, when an electronic door-access system was installed in the Aviation Building and Technology Center, which requires the use of a University identification card to gain entry into facilities or certain rooms when the building or

doors are locked. Only those students, faculty, or staff members having programmed key card access may gain entry into the building or room.

Members of the Kansas Fire Marshall's Office and the University Fire Marshall's office inspect the buildings annually for fire safety. The residence halls conduct documented fire safety drills once a semester.

In 1992, K-State Salina installed additional security and parking lot lights to improve the lighting on campus. Security personnel daily inspect existing lighting, noting those lights not working or in need of maintenance. Excluding weekends and holidays, those lights requiring service are received by the University Facilities the following day. Security personnel and campus administrative staff regularly inspect the campus during nighttime hours to determine future campus lighting needs.

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

### **Residence Halls**

The campus offers two on-campus living options, Harbin Hall and Residence Hall. Each building can house a maximum of 100 residents each. Each residence hall is locked 24 hours/day, seven days a week, a change from 1997 when Harbin Hall was not locked throughout the day. An electronic door-access system was installed in the spring of 2001, which requires the use of a University ID to gain entry into the facilities when the building is locked. Only those residents having programmed key card access may gain entry into the building.

A number of security features and safety programs are in place to assist students in becoming comfortable and safe in their home away from home. 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. Entrance doors are kept locked 24 hours a day, seven days a week. Residents use student identification (key cards) to enter and leave as they wish. Professional and / or student residence hall staff members are on duty 24 hours a day, seven days a week to respond to resident needs.

Telephones were installed on the outside of the south entrances both to the Residence Hall and to Harbin Hall in 1998 to allow residents and guests to contact residents to gain access if needed. A reception desk was installed in Harbin Hall in the summer of 2003 to provide additional security and assistance for student residents.

## *Safety and Security Programs and Policies*

### **Office of Student Life**

The Office of Student Life coordinates assistance to students and families in times of personal crisis. Additionally, the Assistant Director of College Advancement for Student Life supervises the adjudication of nonacademic student misconduct and assists students with complaints of harassment or sexual violence.

Other services provided by the Office of Student Life include the distribution of an annual crisis on-call list. Student privilege fees afford students the availability of a counselor on staff at the campus. Other services available in Salina are HOTLINE, a community information and referral service; Central Kansas Foundation (CKF), which offers drug and alcohol information and out-patient services.

### **Assistance for Women**

The Office of Student Life works with community resources in Salina and Manhattan to provide assistance to women in crisis. When a student is harmed, the student or friends and family may contact the Assistant Director of College Advancement for Student Life. This person will provide immediate assistance to the survivor and their family/friends by meeting with them, making referrals, setting up appointments with counselors and other resources as the student would like.

In Salina, community information, referral service, counseling, and suicide intervention is available through HOTLINE. Domestic Violence Association of Central Kansas (DVACK) provides shelter, counseling for victims of abuse, and other support services. The Women's Center (on the Manhattan campus) 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 by this Center. The Women's Center staff provides confidential assistance---including crisis counseling, support, referral, and advocacy—to students in crisis. The Office of Student Life additionally offers information on resources, education, and programs in regard to women's issues, personal safety, and individual rights.

### **Victim's Assistance**

Victims of criminal acts and abuse can contact the Assistant Director of College Advancement for Student Life or the KSU-Salina Security Team. The victim will receive immediate assistance in their time of crisis. The Assistant Director will assist the student by making appointments with our on-campus counselor and/or other resources. Other options may include calling the Salina HOTLINE for information and referrals in Salina. After the immediate crisis is over, the Office of Student Life can assist the student the victim in reporting the crime to local authorities, if desired, and beginning on-campus judicial action through the Student Governing Association judicial process or through an administrative hearing.

## Conduct Code

All students are governed by a code of conduct prohibiting certain activities, including the unauthorized possession of any weapon. The complete conduct code has 21 points of information, which constitute misconduct in which disciplinary sanctions will be imposed.

1. Acts of dishonesty, not limited to: Furnishing false information to any University official, faculty/staff member, or office; Forgery, alteration, or misuse of any University document, record, or instrument of ID; Tampering with the election of any organization or student governing body.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including public-service functions on or off campus, or authorized non-University activities.
3. Conduct that threatens or endangers the safety, mental, or physical health of any person, including, but not limited to: physical abuse, verbal abuse, threats, intimidation, harassment, & coercion.
4. Attempted or actual theft of, or damage to property.
5. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Consent by the person hazed shall be no defense to the hazing.
6. Telephone harassment, which shall include: Making calls containing lewd or obscene remarks; Making calls intended to harass whether or not conversation ensues; Making the telephone ring repeatedly with intent to harass; Making repeated calls in which conversation ensues solely to harass.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons.
8. Unauthorized possession, duplication, or use of keys or other devices that provide access to any University premises.
9. Unauthorized presence in or use of University premises, facilities, or property.
10. Violation of federal, state, or local law.
11. Violation of University policies, rules, or regulations.
12. Unauthorized distribution, use or possession of a controlled substance as described in Chapter 65, Article 41 of Kansas Statutes Annotated on University premises or at University sponsored activities.
13. Unlawful use, possession or distribution of alcoholic beverages or violation of the University's Alcoholic Beverage Policy.
14. Illegal or unauthorized possession or use of firearms, explosives, weapons, or dangerous chemicals or University premises or at University sponsored activity.
15. Intentionally initiating or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency on University premises or at University sponsored activity.
16. Participation in a campus demonstration that unreasonably disrupts the normal operations of the University & infringes on the rights of other members of the University community; Inciting others to disrupt scheduled &/or normal activities within any campus building or area; Intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

17. Intentionally interfering with the freedom of others' expression on University premises or at a University sponsored activity.
18. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at University sponsored activities.
19. Any violation of the stated "KSU Information Technology Usage Policies."
20. Abuse of the SGA Judicial Program, including but not limited to: Falsification, distortion, or misrepresentation of information; Disruption or interference with the orderly conduct of a judicial proceeding; Knowingly initiating a complaint without cause; Attempting to discourage an individual's proper participation in, or use of, the judicial system; Attempting to influence the impartiality of a member of a judicial board prior to, or during the course of, the judicial proceeding; Verbal, written, phone, or physical harassment, &/or intimidation of a member of a judicial board; Failure to comply with the sanction(s) imposed under this code; Influencing or attempting to influence another person to commit an abuse of the judicial system.
21. Misconduct may also include any violation of any rules appearing in the leases & contracts entered into by a student to obtain accommodations with the Office of Residence Life.

### **Rape Prevention Programs**

The Office of Student Life offers rape prevention programs in several formats adaptable to group size, composition, and needs of members. Prevention programs are provided to student groups, organizations, residence halls, as well as faculty and staff personnel. Residence Life staff may also provide rape prevention programs. Residence hall staff is trained to work with students in educating them on personal safety, rape prevention, and additional information.

### **K-State Policy Prohibiting Sexual Violence**

*"Sexual violence is antithetical to the university's mission of education, research, and service because the aim of all these efforts is to foster individual growth in a climate of civilized action rather than brute force and violence."*

Sexual violence and concern about potential violence interfere with and obstruct the working and learning processes which we value and desire to promote for all members of the university community, and the psychological damage caused by an act of sexual violence continues long after physical evidence vanishes. Such damage is extremely costly, not only to an individual victim, but to the community and society as a whole: fear replaces trust, doubt replaces confidence, distraction replaces concentration, wasted effort replaces focused productivity, and a void replaces the contributions that might have come from the victims.

No form of sexual violence will be tolerated or condoned at Kansas State University at Salina. This policy thus prohibits not only those acts commonly understood to constitute "sexual assault," but all attempts to coerce certain sexual acts as defined by this policy.

Although the University cannot assure protection from sexual violence, it can state expectations of conduct and, in some instances, can impose sanctions on any university student who fails to meet those expectations. The purpose of this policy is therefore two-fold: 1) to educate members of the university community so that they learn unequivocally what actions are unacceptable, and

2) to take action against those who violate this policy.

### **Education Programs**

The Student Life Office and Residence Life can offer sexual violence and rape prevention programs in several formats adaptable to group size and composition. Education programs to promote awareness of rape, acquaintance rape, and other sex offenses are offered regularly as a part of freshman orientation courses, available for enrollment in the department of Arts and Sciences.

### **Campus and Community Services**

Kansas State University offers confidential assistance to any student following a sexual assault. During weekly business hours, assistance is available through the Office of Student Life, College Center 208C, 826-2610 on the Salina Campus. Additional services may be obtained from the Women's Center, 206 Holton Hall, 532-6444. After hours and on the weekend, Security Staff will put the student in touch with the Student Life staff member on-call, with no questions asked. The Student Life Staff will coordinate with the Women's Center staff who will help the student explore available options while respecting students' needs and rights. Assistance is available in reporting the assault to law enforcement.

Counseling and mental health services are available on campus, in the city of Salina, and / or at the University Counseling Services in Manhattan.

### **On-Campus Disciplinary Procedures and Possible Sanctions**

The University encourages students to report complaints of sexual violence to the appropriate law enforcement agency. Complaints against students that are reported to the Office of Student Life will be reviewed under the University's policy prohibiting sexual violence. Sanctions for violations of the policy will be imposed in accordance with the seriousness of the behavior, and may include suspension or dismissal.

Excessive use of alcohol and other drugs precedes many incidents of sexual violence. Use of these substances may interfere with one's capacity either to consent to or to refuse sexual activity, and taking advantage of that vulnerability is unacceptable. Under no circumstances does the use of alcohol or other drugs diminish personal responsibility for aggressive or other socially unacceptable behavior.

K-State at Salina's policy is as follows:

1. The acts described in this policy are prohibited only when they are forced on another person. An act is forced if the victim refuses, or when the victim does not verbally or otherwise indicate refusal but is:
  - a. overcome by force or fear;
  - b. unconscious or physically powerless;
  - c. incapable of refusing because of mental deficiency or disease; or

- d. incapable of refusing because of the effects of alcohol, narcotics, drugs, or any other substances.
2. The following acts are covered by this policy, whether attempted or completed:
    - a. any penetration, however slight, of the female sex organ by a finger, the male sex organ, or any object;
    - b. oral or anal copulation or any penetration, however slight, of the anal opening by any body part or object;
    - c. touching another person with any body part, substance, or object in a sexual context or in a sexual way or to arouse or satisfy the sexual desires of the offender or another;
    - d. disrobing oneself, disrobing another or causing another to disrobe in a sexual context or a sexual way or to arouse or satisfy the sexual desires of the offender or another;
    - e. causing another person to see, hear, or become aware of sexual activity or sexually-sensitive bodily parts if the intention of the offender is to arouse or satisfy sexual desires of the offender or if the acts would arouse fear in the victim.

### **Procedures Students Should Follow if a Sexual Assault Occurs**

KSU strongly urges that all incidents of sexual assault be reported quickly to the appropriate law enforcement agency. To report a crime:

If the assault occurred on campus, contact the KSU at Salina Security Office, at 826-2909. All phones used on campus to call 911 will go to the Salina Police Department.

If the assault occurred off campus, contact the Saline County Police Department by calling 911.

Students who believe they have been sexually assaulted can assist law enforcement by preserving evidence. S/he can assist by immediately reporting the incident to law enforcement authorities or by going directly to a hospital emergency room. Victims should not bathe or change clothes. Physicians and nurses will retrieve physical evidence of sexual assault in the course of an examination. They are trained to preserve and document that evidence.

Medical attention should be sought, even if criminal prosecution is not desired. Exposure to a sexually transmitted disease or possible pregnancy could result from a sexual assault, in addition to other physical injuries. Prompt medical attention is important whether or not the attacker is known. A thorough examination by skilled medical personnel is critical to the health and safety of a victim of sexual assault.

The K-State at Salina Office of Student Life, the Salina Counselor, and / or the Manhattan campus Women's Center staff will provide a full range of support services to any K-State student who reports a sexual assault.

## **Sexual Violence Adjudication**

Resolution of complaints of sexual violence against students will be adjudicated in the following manner:

### **A. Administrative Review Process**

1. Report the incident to the Student Life Office in Salina. The Assistant Director of College Advancement for Student Life may assist the complainant in preparing a written complaint or may contact the Women's Center to assist the complainant. The complaint will be forwarded to the Dean of Student Life Office. A written complaint must be made within 90 days of reporting to the Student Life Office.
2. With or without a written complaint, the Dean of Student Life or designee may convene a panel to review a report of a possible violation of this policy. The Dean of Student Life or designee will be responsible for selecting a panel consisting of four members: The Dean of Student Life or designee, a faculty or staff member and two students currently serving in the judicial branch of the Student Governing Association. It is expected that the members selected will not have knowledge of the case or of an individual involved which would bias them.
3. If the substance of the report or complaint warrants review, the administrative review process will be conducted in the following manner:
  - a. An interview will be conducted with the complainant to acquire a thorough understanding of the complaint.
  - b. The review panel will determine if the university has jurisdiction in the case as delineated in KSU SGA By Laws Article VI, Section 2.
  - c. A determination will be made as to whether the complaint, as reported, alleges sexual violence in accordance with the Kansas State University "Policy Prohibiting Sexual Violence". If so, a copy of the written complaint will be provided to the person(s) accused of the assault and the person(s)
  - d. Accused will be provided an opportunity to respond. The complainant and the person accused shall have the same right to have other persons present during the review and to provide to the panel a list of witnesses whom the panel may interview.
  - e. A determination will be made, after gathering and reviewing of all the evidence, as to whether a violation of the "Policy Prohibiting Sexual Violence" has occurred.
  - f. If the panel does not determine that a violation of the policy has occurred, both the complainant and the person accused of the sexual violence will receive letters stating the steps that have been taken in the review process and an explanation of the outcome of the review.
  - g. If it is determined that sexual violence has occurred, the following measures will be taken:
    - 1) Sanctions will be devised in accord with the seriousness of the behavior. Sanctions may range from admonishment to dismissal.

- 2) Both the complainant and the person accused of sexual violence will receive letters from the administrators involved in the review outlining the steps taken in the review process, an explanation of the determination made and the sanctions to be imposed.
- h. Throughout the review, both the complainant and the person against whom the complaint is brought will be fully informed and will have a full opportunity to be heard.

#### B. Confidentiality

1. It is the obligation of administrators and students who serve on the review panel to maintain confidentiality to the greatest extent possible consistent with:
  - a. preventing future acts of sexual violence;
  - b. providing a remedy to persons injured by sexual violence; and
  - c. allowing persons accused of sexual violence to reply to a complaint if any action is anticipated.

#### C. Appeal beyond the Administrative Process

1. Complainants and respondents who believe that a satisfactory resolution of the alleged incident has not been reached by the administrative process described above may appeal the administrative decision directly to the University President. Respondents who have been found guilty and whose sanction is suspension or dismissal from the university may appeal the decision under the KSU Judicial Code. The initial appeal will be made directly to the Student Tribunal and any further appeal will go directly to the University President.

#### **Contacting Law Enforcement Authorities**

Rape, acquaintance rape, and other sexual offenses are crimes punishable under Kansas law. Local law enforcement authorities must be notified to commence a criminal action. Students are encouraged to contact the K-State at Salina Security Department or the Saline County Police Department to report any incident of sexual assault. Confidential assistance by the staff at the Office of Student Life, Salina or the Manhattan campus's Women's Center in notifying such authorities is available, if the student desires such assistance.

#### **Changes in Academic and Living Arrangements Following a Sexual Assault**

The Office of Student Life and K-State at Salina Office of Residence Life may provide assistance with changing academic and living situations after an alleged sexual assault, if such assistance is requested by the complainant and if these changes are reasonably available.

#### **Advocacy, Support, and Referral Service**

K-State's sexual assault process assures confidential assistance to victims of sexual assault and helps them consider and choose among options that range from reporting to law enforcement to filing a complaint under K-State's policy. The Office of Student Life staff can arrange crisis

counseling, referral, and transportation to medical and mental health resources on and off campus.

The Office of Student Life can also provide liaison with law enforcement and K-State officials responsible for receiving and adjudicating complaints under the K-State policy. A University advocate also serves the student throughout proceedings in criminal court or within the University. Copies of the complete policy are available in the Office of Student Life.

## ***Drug and Alcohol Policy and Assistance***

### **Alcohol and Other Drug Education Service**

The major purpose of the Kansas State University Alcohol and Other Drug Education Service Office (main campus) is to provide information on the physical effects and social issues related to alcohol and other drug use. Staff is available to inform, consult, and assist all K-State students, faculty, and staff. Arrangements for such assistance on the Salina campus should be made through the Office of Student Life. Salina resources include campus counselor, and city resources such as Al-Anon, Alcoholics Anonymous, and the Central Kansas Foundation for Alcohol & Chemical Dependency.

Available programming options, presented by the Office of Student Life, the Office of Residence Life, and the K-State at Salina Recreation Center, include educational presentations, responsible party hosting information, referral services, and sponsorship of National Collegiate Alcohol Awareness Week, Red Ribbon Day, the annual Health Fair, Safe Spring Break Week. The Office of Student Life is a member of the Kansas Regents Systemwide Committee on Substance Abuse and the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

### **Substance Abuse Prevention Policy**

The substance abuse prevention policy of Kansas State University became effective August 27, 1990. This policy was adopted pursuant to the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. A copy of the drug prevention policy is distributed annually to each student and employee of Kansas State University. The policy states that:

1. Kansas State University prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees on property controlled by the University or as part of University activities.
2. Any student or employee of the University found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on University property or at University events will be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and Kansas State University. Disciplinary action includes, but it not limited to, expulsion, termination of employment, referral for prosecution, and the completion of an appropriate substance

- abuse rehabilitation program.
3. Students and employees of Kansas State University should be aware that the following health risks have been associated with the use of illicit drugs and the abuse of alcohol:  
**Alcohol:** birth defect, ulcers and gastritis, liver damage, heart damage, cancer, and brain damage. **Anabolic steroids:** acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones. **Cocaine/stimulants:** increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death. **Hallucinogens:** increased body temperature, increased heart rate and blood pressure, sleeplessness, and tremors. **Marijuana:** irritation of the lungs, emphysema, increased heart rate, reduction of short-term memory, and cancer. **Opiates / narcotics:** decreased heart rate, nausea, cold, moist skin which is bluish in color, and slowed breathing. **Sedatives:** slowed body functions, drowsiness, convulsions, and coma.
  4. Drug and alcohol counseling, treatment, or re-entry programs are available to students and employees on a national, statewide, local, and campus basis. Alcohol and drug counseling is available to students at University Counseling Services in the Lafene Health Center (785-532-6927). The Alcohol and Other Drug Education Service (785-532-6927) can provide further information about health problems and treatment for alcohol and drug use. Employees may seek referral for alcohol and drug problems through the K-State Employee Program (785-532-6818) or through the State of Kansas Lifeline Program, a 24-hour toll-free assistance line (1-800-284-7575). Other sources of assistance include the Kansas Alcohol and Drug Abuse Services (785-296-3925), the National Cocaine Hot Line (1-800-COCAINE), and the National Institute on Drug Abuse Hot Line (1-800-662-4357).

Kansas State University also presents educational programs on an ongoing basis to inform employees and students of the dangers of substance abuse and is committed to preventing the illegal use of controlled substances and alcohol by students and employees.

In 1985, K-State implemented an alcohol and cereal malt beverage policy which established policies for athletics facilities and events, student organizations, and specific non-classroom space on property under the control of the Kansas Board of Regents. Many individual components of K-State also have their own unique policies and procedures. For example, K-State at Salina's only fraternity conducts a dry rush and enforces dry living arrangements in Harbin Hall. The Office of Residence Life, in cooperation with the Residence Hall Association, maintains & enforces special regulations for students who live in the residence halls.

### **Student, Faculty, and Staff Responsibility**

To help keep K-State safe, the cooperation, involvement, and support of all University community members is essential. 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.

K-State at Salina students, faculty, and staff members should:

- Prevent theft by protecting personal safety.
- Know how to recognize and use the emergency 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 card access areas, such as classrooms, labs, and residence halls.
- Engrave valuable items, such as stereos, cameras, or televisions.
- Park in lighted areas.
- Lock the door, even when leaving for a short period of time
- Lock up vehicles, bikes, and other valuables
- Have a key ready to open vehicle and residential doors before reaching it
- Never prop open exterior doors.
- Do not let alcohol or other drugs fog judgment.
- Be fire safety conscious.
- Take action when a situation does not seem "right."
- Be aware of emergency numbers and post them in an easily accessible location.

### **Emergency / Crisis Phone Numbers**

Emergency--ambulance, fire, police (DIAL 9 WHEN ON-CAMPUS)	911
Security (emergency)	785-826-2909
Security (non-emergency)	785-826-2952
Office of Student Life	785-826-2610
Residence Life	785-826-2957
Salina Campus Counselor	785-826-2694

### **Further Information**

For more information about campus safety or this report, please contact:	
Office of Student Life	785-826-2610
Department of Public Safety	785-826-2952