
Kansas State University

Annual Campus Security and Fire Safety Report

2009



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



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Campus Safety and Security

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.

University police

The 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 eight 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 safety related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

Communication 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.

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.

The 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.

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.

All reports are forwarded to the 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.

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.

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

How to report crimes and other emergencies occurring on campus

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 University Police 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 K-State Police Department 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
Administrative phone number:	785-532-6412
Internet address	www.ksu.edu/police
Anonymous and confidential reporting:	https://www.ksu.edu/police/silent/

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, etc. To report such crimes, students and employees should contact the KSU Police Department.

Campus facilities 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.

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 and policies

Office of Student Life

The Office of Student Life located in 102 Holton Hall, www.k-state.edu/studentlife/ 785-532-6432, 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 a crisis on call list to all faculty, staff, and University Housing staff. 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)

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 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

The Wildcat Walk Escort Service, www.ksu.edu/wildcatwalk/, 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 caller's name, location, and destination. 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.

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 confidential assistance to students and campus community members in crisis. This assistance includes crisis counseling, support, referral, and advocacy. The Center provides advocacy and support to survivors of sexual violence and is a confidential 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/.

Sexual violence survivor assistance, advocacy, and support

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, in the Lafene Health Center, 785-532-6544, www.k-state.edu/counseling/ and K-State Student Health Services located in the Lafene Health Center, 785-532-6544, www.k-state.edu/lafene/.

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 signify that their space is a safe place to talk about issues that impact people who have been affected by any type of hateful or homophobic act, or who have been affected by sexual violence, sexual harassment, or any criminal or distressing situation.

K-State non-academic conduct code

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/. Interested parties may request the code in alternate formats or direct questions regarding its content to the Office of Student Life at 102 Holton Hall, 785-532-6432, www.ksu.edu/studentlife/.

Alcohol and other drug education service

The major purpose of the Kansas State University Alcohol and Other Drug Education Service 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 and the general population of Manhattan.

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.

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. We look on this first violation as a teachable moment, and use it as such. However, if the behavior is repeated, it indicates that a more serious problem may exist, and we notify parents as an important resource for the student.

Safety and security policies

Safety and security policies govern all members of the K-State community. These include the policy prohibiting sexual violence, the workplace violence policy, and the substance abuse prevention policy, and can be found in their entirety in an appendix to this report.

In conclusion . . .

Safety is a shared responsibility among students, faculty, and staff

To help keep K-State safe, the cooperation, involvement, and support of all university community members are 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.

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.

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

University Police (emergency) 785-532-6400	University Counseling Services 532-6927
University Police (non-emergency) 785-532-6412	K-State Office of Affirmative Action 532-6220
K-State Police Department 785-532-6412	Campaign for Nonviolence 532-6444
Office of Student Life 785-532-6432	K-State Non-Academic Judicial Programs 532-6432
Housing and Dining Services 785-532-6453	K-State Student Governing Association 532-6541
Lafene Health Center 785-532-6544	Manhattan Fire Department (non-emergency) 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/

Department of Public Safety

785-532-5856

www.ksu.edu/safety/

Office of Student Life

785-532-6432

www.ksu.edu/studentlife/

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.

Clery annual crime data

OFFENSE	LOCATION	2007	2008	2009
Sex Offenses, Forcible	On campus	8	1	3
	Residential facilities*	4	0	3
	Noncampus	3	2	2
	Public property	0	0	0
Robbery	On campus	1	1	0
	Residential facilities*	0	0	0
	Noncampus	0	0	0
	Public property	0	0	0
Aggravated Assault	On campus	4	2	4
	Residential facilities*	2	1	0
	Noncampus	1	4	0
	Public property	0	0	0
Burglary	On campus	34	34	20
	Residential facilities*	7	15	7
	Noncampus	7	10	12
	Public property	0	0	0
Motor Vehicle Theft	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	2	1	3
	Public property	0	0	0
Arson	On campus	0	0	0
	Residential facilities*	0	0	0
	Noncampus	0	2	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 reported murders, nonnegligent manslaughters, or negligent manslaughters for the years 2007, 2008, and 2009.

There were no reportable hate crimes for the years 2007, 2008, and 2009.

Arrests and disciplinary referrals

OFFENSE	LOCATION	2007	2008	2009
Liquor Law Arrests	On campus	49	55	49
	Residential facilities*	1	2	10
	Noncampus	11	13	2
	Public property	14	5	6
Liquor Law Violations Referred for Disciplinary Action*	On campus	97	100	149
	Residential facilities*	96	100	149
	Noncampus	0	0	0
	Public property	0	0	0
Drug Law Arrests	On campus	6	9	19
	Residential facilities*	2	6	15
	Noncampus	0	1	1
	Public property	3	2	5
Drug Law Violations Referred for Disciplinary Action*	On campus	2	0	1
	Residential facilities*	2	0	1
	Noncampus	0	0	0
	Public property	0	0	0
Weapons Violation Arrests	On campus	0	0	1
	Residential facilities*	0	0	0
	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
*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES ARE ALSO INCLUDED IN THE ON-CAMPUS CATEGORY. “Residential Facilities” is a subset of the On-campus category.				

**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

The following information is the 2009 Annual Fire Safety Report for 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 in 2009.

2009 Fire Statistics

Date	Time	Location	Description	Estimated Cost of Damage in U.S. Dollars
08/25/2009	5:14 p.m.	1541 International Ct., Apartment N-21	Cooking fire	0
10/03/2009	3:04 p.m.	West Hall Basement	Basement flooded and electrical equipment short-circuited	20,000

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	Van Zile	West
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	Yes	Yes
Fire-rated exit stairs	Yes	Yes	Yes	Yes	Yes
Smoke detection	Yes	Yes	Yes	Yes	Yes
Sprinkler system	Partial	Yes	Partial	Yes	No
Standpipe system	Yes	Yes	Partial	No	Yes

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	5, 6, 7, 8, 9	P, Q, U, V, W, X, Y	10, 11, 12, 13
Emergency lights	No	No	No	No	No	No
Exit signs	No	No	No	No	No	No
Fire alarm system	Partial	Yes	Partial	Yes	Partial	Yes
Fire extinguishers	Yes	Yes	Yes	Yes	Yes	Yes
Fire-rated corridors /fire doors	No	No	No	No	No	No
Fire-rated exit stairs	No	No	No	No	No	No
Smoke detection	Yes	Yes	Yes	Yes	Yes	Yes
Sprinkler system	No	Yes	No	Yes	No	Yes
Standpipe system	No	No	No	No	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.

Policies

Workplace violence policy

.010 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

K-State policy prohibiting sexual violence

Section 1: Introduction

We believe that 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. In addition to this basic philosophical reason for prohibiting sexual violence, there are other reasons. 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 also 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. The Policy Prohibiting Sexual Violence [herein referred to as the 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 three-fold: 1) to educate members of the university community so that they learn unequivocally what actions are unacceptable; 2) to take action against students who violate this Policy; and 3) to make appropriate referrals for community members who are accused of sexual violence.

Section 2: Prohibited Behavior

- A. All acts outlined below are prohibited only when they are not mutually consensual. Consent is the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incidents occurred. Consent will not necessarily be inferred from silence or passivity alone. An act is nonconsensual if the victim verbally or otherwise indicates refusal or:
 - 1. is overcome by force or fear
 - 2. is unconscious or physically powerless
 - 3. is incapable of giving consent because of mental deficiency or disease or because of the effect of any alcoholic liquor, narcotic drug or other substance, which condition was known by the offender or was reasonably apparent to the offender.
- B. The following acts are covered by this Policy, whether attempted or completed:
 - 1. any penetration, however slight, of the female sex organ by a finger, the male sex organ, or any object;
 - 2. oral or anal copulation or any penetration, however slight, of the anal opening by any body part or object;

3. 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;
4. 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;
5. causing another person to see, hear, or become aware of sexual activity or sexually-sensitive body 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.

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.

Section 3: Campus and Community Services

Kansas State University offers assistance to any member of the university community following a sexual assault. Assistance is available through the K-State Women's Center, 206 Holton Hall, 532- 6444. (After hours and on the weekend, the KSU Police will put the individual in touch with the staff member on-call with no questions asked.) Center staff will help the individual explore available options while respecting the individual's needs and rights. Assistance by the Center's staff is available in reporting the assault to the appropriate law enforcement agencies.

A range of confidential assistance by both campus offices and off-campus agencies is available to any member of the university community who is a victim of sexual assault. The K-State Women's Center and The Crisis Center, Inc., of Manhattan, provide crisis intervention, victim support and advocacy. Counseling and information and/or referral are provided by University Counseling Services and other community resources such as Pawnee Mental Health Services. Medical assistance is available at both the Lafene Student Health Center and Mercy Health Center of Manhattan.

Section 4: Victim Assistance and Confidentiality

An advocate, provided by the K-State Women's Center, is available to provide both advocacy and emotional support to the victim. All staff of the K-State Women's Center will make every reasonable effort to protect the confidentiality of the victim. However, there are situations where the University has legal and ethical obligations to disclose information regarding certain alleged events to protect the safety of the campus and members of the University community. Should the victim choose to pursue adjudication, the advocate assists the victim in preparing the statement of complaint, and helps guide the victim through the review process.

Section 5: Jurisdiction to Process Complaints

A. Generally, jurisdiction to process complaints and to impose sanctions under this Policy shall be limited to acts of sexual violence committed by students that occur on University property or at University sponsored or supervised activities. Any allegation of sexual violence committed by an employee of the University on University property or at a University sponsored or supervised activity should be directed to the K-State Women's Center for assistance with appropriate referral.

B. Allegations of violations of the Policy may be brought by any member of the University

community. Members of the University community include not only students, but also employees and guests of the University.

Section 6: Sexual Violence Adjudication

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

A. Administrative Review Process

1. The incident is reported to the Director of the K-State Women's Center or designee. If the individual with a complaint [herein referred to as “the complainant”] chooses, the K-State Women’s Center staff may assist the complainant in preparing a written complaint, which will be forwarded to the Dean of Student Life Office. A written complaint must be made within 90 calendar days of reporting to the K-State Women's Center.
2. With or without a written complaint, the Dean of Student Life or a designee will review a report of conduct, which, if true, would constitute a violation of this Policy. The Dean or designee may convene a panel to review a complaint that alleges conduct in violation of this Policy. The panel shall consist 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. Persons (other than the Dean of Student Life or designee) who have knowledge of the alleged misconduct or the individuals involved that might create bias, or who have an actual or perceived conflict of interest, are ineligible to serve on the panel.
3. The panel’s procedures are as follows:
 - (a) A copy of the written complaint will be provided to the person accused of the assault [also referred to herein as “the respondent”] who will be provided an opportunity to respond in writing. If the respondent provides a written response, a copy will be given to the complainant. The Office of Student Life will assist with providing a designee to help the respondent in preparing a written response, answering questions and concerns, and making appropriate referrals.
 - (b) The complainant and the respondent shall each have the right to provide to the panel a list of witnesses that the panel may interview, and to have a support person present when the complainant or respondent is before the review panel; this person may advise the complainant or respondent, but may not speak to the panel. If this person is an attorney, the Office of Student Life needs to be notified 24 hours in advance of the hearing.
 - (c) The panel will interview the complainant, the respondent, and relevant witnesses.
 - (d) Both the complainant and the respondent have the right to respond in person before the panel to the other party’s description of the alleged event and to witness’ statements prior to the panel making its final determination. All hearings will be audiotaped. If both parties agree, both parties will be present at the hearing at the same time. If both parties do not agree to be present at the same time, each party may view the other

party's statement via live video feed and may be present at the hearing during other times. Questions from each party to be posed to the other party and/or to witnesses may be submitted to the review panel for consideration.

(e) The hearing panel will determine, after the gathering and reviewing of all the evidence, and based on the preponderance of evidence, whether a violation of the Policy has occurred.

(f) If the panel does not determine that a violation of the Policy has occurred, the following measures will be taken:

- (1) A written letter of findings will be made from the panel to the Dean of Student Life or designee;
- (2) Both the complainant and the respondent will receive letters from the Dean of Student Life or designee outlining the steps that have been taken in the review process and an explanation of the outcome of the review.

(g) If the panel determines that a violation of the Policy has occurred, the following measures will be taken:

- (1) A written letter of findings will be made from the panel to the Dean of Student Life or designee;
- (2) Sanctions will be devised in accord with the seriousness of the behavior. Sanctions may range from warning to expulsion from the University. Previous findings of a violation of the Policy establishing a pattern of behavior may be considered in determining sanctions.
- (3) Both the complainant and the respondent will receive letters from the Dean of Student Life or designee outlining the steps taken in the review process, an explanation of the determination made and the sanctions to be imposed.

(h) Throughout the review, the Dean of Student Life or designee will keep both the complainant and the respondent as fully informed as is reasonable regarding the process. Both the complainant and respondent will have a full opportunity to be heard.

B. Confidentiality

Administrators and students who are involved in a review of a complaint under this Policy must maintain confidentiality to the greatest extent possible consistent with

1. Preventing future acts of sexual violence;
2. Providing a remedy to persons injured by sexual violence; and
3. Allowing the respondent to reply to a complaint if any action is anticipated.

Retaliation is prohibited.

C. Appeals Beyond the Administrative Review Process

Complainants and respondents who believe that a satisfactory resolution of the alleged incident has not been reached by the administrative review process described above may appeal the administrative decision on the record directly to the University President. The written appeal must be received by the President by 5:00 pm on the seventh calendar day

after receiving the notification letter from the Dean or designee. Respondents who have been found in violation of the Policy and whose sanction is suspension or expulsion from the University have a right to appeal the decision under the K-State Judicial Code. The initial appeal of a sanction of suspension or expulsion shall be made directly to the Student Tribunal and any subsequent appeal shall go directly to the University President. The written appeal to the Tribunal must be received in the SGA office by 5:00 pm on the seventh calendar day after receiving the notification letter from the Dean or designee. The written appeal to the President must be received by the President by 5:00 pm on the seventh calendar day after receiving the notification letter from the Tribunal.

Section 7: 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. The University encourages members of the University community to report complaints of sexual violence to the appropriate law enforcement agency. Confidential assistance by the staff at the K-State Women's Center in notifying such authorities is available, if the individual desires such assistance.

Section 8: Changes in Academic and Living Arrangement Following a Sexual Assault

The Office of Student Life and K-State Housing and Dining Services may provide assistance with changing academic and living situations after an alleged sexual assault, if the complainant requests such assistance and if these changes are reasonably available.

Section 9: Education Programs

The K-State Police Department sponsors crime prevention programs to stress community awareness and interaction. The K-State Women's Center also offers sexual violence and rape prevention programs in several formats adaptable to group size and composition. Educational programs to promote awareness of rape, acquaintance rape and other sex offenses are offered regularly in the residence halls, as part of Greek orientation, and as a part of freshman orientation courses available in the College of Arts and Sciences, the College of Business Administration, and the College of Education. The Women's Center staff also will prepare and present sexual violence prevention programs for any class.

The Women's Center staff also provides educational sexual violence prevention programs to student groups, organizations, residence halls, and Greek houses. In addition, self-defense courses for students are offered, free of charge, at the K-State Women's Center.

Substance abuse prevention policy of Kansas State University

The following Substance Abuse prevention Policy is effective August 27, 1990, and is 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 will be distributed to each student and employee of Kansas State University.

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. The University is committed to a program to prevent the illegal use of controlled substances and alcohol by students and employees.
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 is not limited to, expulsion, termination of employment, referral for prosecution and the completion of an appropriate substance abuse rehabilitation program.
3. As a condition of employment, all employees of Kansas State University, including student employees, shall abide by the terms of this policy statement and will notify the Provost of any criminal drug statute conviction for a violation occurring on property controlled by the University, no later than five days after such conviction. Kansas State University will, in turn, notify, as appropriate, the applicable federal agency of the conviction within ten (10) days of its receipt of notification of the conviction. The University will take appropriate disciplinary action within thirty (30) days of notification of the conviction. For purposes of this policy, “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
4. The term “controlled substances” as used in this policy means those substances included in Schedules I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.
5. Local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession, use or distribution of illicit drugs and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the

court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

The local ordinances of Manhattan, Kansas, also include prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

6. 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 defects, ulcers and gastritis, liver damage, heart disease, 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, blood pressure, sleeplessness and tremors.

Marijuana: Irritation of the lungs, emphysema, increased heart rate, short-term memory reduced, and cancer.

Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Students and employees should note that the above listing is not intended as all inclusive.

7. 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 are available to students at KSU Counseling Services in the English/Counseling Services Building (532-6927). The Alcohol and Other Drug Education Service (532-6927) can provide further information about health problems and treatment related to alcohol and drug use. Employees may seek referral for alcohol and drug problems through the Employee Assistance Program at KSU Employee Relations (532-6277) or through the State of Kansas Lifeline Program, a 24-hour toll-free assistance line (1-800-284-7575). Other sources of assistance include Kansas Recovery (1-800-586-3690), and the National Institute on Drug Abuse hotline (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 pertaining to the possession and consumption of alcoholic beverages at athletic facilities and events, by student organizations, and at 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 Athletics has its own screening program for substance abuse for student athletes. Greek Affairs enforces its policy for dry rush and its 1991 joint Interfraternity Council/Panhellenic Council alcohol policy, adopted in September 1991. The Department of Housing and Dining Services also has special regulations for the nearly 4,000 students who live in the residence halls.

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

Alcoholic beverage policy

.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 Tower Building
The Plaza
Building 5
On the campus of Kansas State University - Salina:
The College Center: Conference Center Ground Floor
The Student Life Center: Public Access area
Technology Center Mezzanine
Aviation Department Maintenance Hanger
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.

.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.

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

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

<http://www.k-state.edu/policies/ppm/3053.html>
Alcoholic Beverage Policy
Chapter 3053
.020 Questions
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