



GEORGETOWN

---

C O L L E G E

*Live. Learn. Believe.*

**Annual Security Report  
October 2014**

## Table of Contents

Welcome.....	3
Definitions of Terms.....	4
Overview of Georgetown College Campus Safety Department.....	10
Campus Security Act Legal Requirements.....	11
Incident Reporting and Response.....	12
Mandatory Reporters.....	14
Voluntary & Confidential Reporting.....	17
Timely Warning Notification.....	18
Security and Access of Facilities.....	19
Safety Programs.....	20
Alcoholic Beverages and Illegal Drugs.....	22
Prevention of Sexual Misconduct.....	24
Georgetown College Sexual Harassment and Sexual Misconduct Policy.....	27
Obtaining Information Concerning Registered Sex Offenders.....	53
Missing Persons.....	53
Whistleblower Protection & Anti-Retaliation.....	53
Emergency Response Plan.....	54
Campus Emergency Situations Quick Reference Guide.....	55
Definitions of Crimes.....	56
Crime Statistics.....	60
Fire Safety.....	63
Fire Report.....	66

## **Welcome**

Georgetown College is a small, private, liberal arts college located in Georgetown, KY. The Georgetown College Campus Safety Department is committed to providing services that help protect the safety of more than 300 College employees, a student body of close to 1,000, and the numerous campus visitors each year.

The Georgetown College Campus Safety Department and its members take the issue of campus security seriously. Maintaining a safe campus cannot be accomplished without the assistance and cooperation of members of the College community. The responsibility of maintaining a safe campus is one that is shared among all members of our community and involves working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community.

This report provides information about safety programs and services at Georgetown College. In addition, crime statistics on incidents that have occurred with the area as defined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This also includes crime statistics received from the Georgetown Police Department that occurred in the public areas immediately adjacent to the campus.

We hope you find the information contained in this report to be beneficial. If you have any questions or suggestions about campus safety at Georgetown College, please feel free to call the Campus Safety Department at (502) 863-8111 or email Dan Brown, Director of Campus Safety, at [dan\\_brown@georgetowncollege.edu](mailto:dan_brown@georgetowncollege.edu).

## **Definitions of Terms**

The following definitions may be helpful when reading this report. These definitions are taken from prt 668 of title 34 of the Code of Federal Regulations.

1. *Awareness programs* – Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
2. *Business Day* – Monday through Friday, excluding any day when the institution is closed.
3. *Bystander Intervention* – Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
4. *Campus* – (i) 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 (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) 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).
5. *Campus security authority* – (i) A campus police department or a campus security department of an institution.  
(ii) Any individual or individuals who have responsibility for campus security but who not constitute a campus police department or campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.  
(iii) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.  
(iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
6. *Clery Geography* – (i) For the purposes of collecting statistics on crimes for submission to the Department of Education and inclusion in an institution’s annual security report, Clery geography includes –
  - a. Buildings and property that are part of the institution’s campus;
  - b. The institution’s noncampus buildings and property; and
  - c. Public property within or immediately adjacent to and accessible from campus.(ii) For the purposes of maintaining the required crime log, Clery geography includes, in addition to the locations in paragraph (i) of this definition, areas within the patrol jurisdiction of the campus police or campus security department.

7. Consent - An active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to the influence of alcohol and/or drugs. In order to give consent one must be of legal age and not incapacitated mentally or physically. Lack of consent occurs when:
- a. *A person is forced to submit.*
  - b. *The person does not expressly or implicitly agree with the accused person's conduct under circumstances other than forcible compulsion or incapacity to consent.*
  - c. *A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.*
  - d. *A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent or knowledge.*
  - e. *A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate unwillingness to act.*

The Commonwealth of Kentucky does not have a definition of consent. However, Kentucky Revised Statutes (KRS) defines "lack of consent" in KRS 501.020 as:

- (1) Whether or not specifically stated, it is an element of every offense defined in this chapter that the sexual act was committed without consent of the victim.
  - (2) Lack of consent results from:
    - a. Forcible compulsion;
    - b. Incapacity or consent; or
    - c. If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
  - (3) A person is deemed incapable of consent when he or she is:
    - a. Less than sixteen (16) years old;
    - b. An individual with an intellectual disability or an individual that suffers from a mental illness;
    - c. Mentally incapacitated;
    - d. Physically helpless; or
    - e. Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.
  - (4) The provisions of subsection (3)(e) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between the parties.
8. Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (i) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) For the purposes of this definition-
  - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b) Dating violence does not include acts covered under the definition of domestic violence.
- (iii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Kentucky currently does not have any laws regarding Dating Violence.

9. Domestic Violence – (i) Felony or misdemeanor crimes of violence committed –
- a) By a current or former spouse or intimate partner of the victim;
  - b) By a person whom the victim shares a child in common;
  - c) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - e) By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (ii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:

**As used in KRS 403.715 to 403.785:**

- (1) "Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of unmarried couple:
- (2) "Family member" means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;
- (3) "Global positioning monitoring system" means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system

- that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violated the individual's body; and
- (4) "Member of an unmarried couple" means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.

10. Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program – A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes found under the "Definition of Crimes" section of this report and the requirements for classifying those crimes.
11. Hate Crime – A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
12. Hierarchy Rule – A requirement in the FBI's UCR program that, for the purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.
13. Noncampus building or property – i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) 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.
14. Ongoing prevention and awareness campaigns – Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
15. Pastoral Counselor – A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
16. Primary Prevention Programs – Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
17. Proceeding – All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
18. Professional Counselor – A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

19. Programs to prevent dating violence, domestic violence, sexual assault, and stalking – (i) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that –
- a. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research of assessed for value, effectiveness, or outcome; and
  - b. Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.
- (ii) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.
20. 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.
21. Result – Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.
22. Risk Reduction – Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
23. Sexual assault – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
24. Stalking – (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- a) Fear for the person’s safety or the safety of others; or
  - b) Suffer substantial emotional distress.
- (ii) For the purposes of this definition –
- a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
  - c) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- (iii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In the Commonwealth of Kentucky, Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to – fear for the person’s

safety or the safety of others; or suffer emotional distress. KRS Chapter 506 has the following listed statutes for Stalking:

**508.140 Stalking in the first degree.**

(1) A person is guilty of stalking in the first degree,

(a) When he intentionally:

1. Stalks another person; and
2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

- a) Sexual contact as defined in KRS 510.010;
- b) Serious physical injury; or
- c) Death; and

(b) 1. A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or

2. A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or

3. The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or

4. The act or acts committed while the defendant had a deadly weapon on or about his person.

(2) Stalking in the first degree is a Class D felony.

**508.150 Stalking in the second degree**

(1) A person is guilty of stalking in the second degree when he intentionally:

(a) Stalks another person; and

(b) Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

1. Sexual contact as defined in KRS 510.010;
2. Physical injury; or
3. Death

(2) Stalking in the second degree is a Class A misdemeanor.

## **Overview of Georgetown College Campus Safety Department**

The Georgetown College Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Georgetown College. Georgetown College Campus Safety officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on Georgetown College's campus. The Campus Safety Department at Georgetown College maintains a highly professional working relationship with the Georgetown Police Department and the Scott County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to Georgetown College Campus Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Georgetown College Campus Safety Department maintains a close working relationship with the Georgetown Police Department (GPD). The Georgetown College Campus Safety Department staff works with other law enforcement agencies in the Central Kentucky area, including, but not limited to, the Scott County Sheriff's Office. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of the Georgetown College Campus Safety Department and GPD communicate regularly on the scene of incidents that occur in and around the campus area. The Georgetown College Campus Safety Department works closely with the investigative staff at GPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Georgetown College Campus Safety and GPD. There is a verbal agreement in place with the Georgetown Police Department to share pertinent safety/security issues between departments.

For more information, please visit Campus Safety's website at <http://www.georgetowncollege.edu/safety/>. This site includes information about the department's services, as well as a directory of department staff.

Georgetown College Campus Safety is located on the second floor of the Cralle Student Center and can be reached at (502) 863-8111.



## The Campus Security Act Legal Requirements

### **The Campus Security Act requires colleges and universities to:**

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics may be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and “poses an ongoing threat to the students and employees;”
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and,
- Disclose any agreements with state and/or local law enforcement.

### **Preparation of the Annual Security Report**

The Director of the Georgetown College Campus Safety Department prepares and distributes this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies, the Student Life Office, and other various College departments.

We encourage members of the Georgetown College community to use this report as a guide for safe practices on and off campus. This report is available online at <http://www.georgetowncollege.edu/safety/crime-statistics/>.

Each year, an email notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies of the report may also be obtained at the Georgetown College Campus Safety Department, located on the second floor of the Cralle Student Center, 400 East College Street, Georgetown, KY 4032 or (502) 863-8111.

### **Crime Log**

Georgetown College updates the Daily Crime Log within two business days and includes all crimes reported to the Georgetown College Campus Safety Department. It is available during business hours at Georgetown College Campus Safety, 400 East College Street, Georgetown, KY 40324 or at <http://www.georgetowncollege.edu/safety/crime-statistics/>.

## **Incident Reporting and Response**

### **How to Report a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Georgetown College Campus Safety. The Georgetown College Campus Safety Department is open 24 hours a day, 7 days a week, and 365 days a year and is located at 400 East College Street, Georgetown, KY 40324 on the second floor of the Cralle Student Center.

To report a crime or emergency, call the Georgetown College Campus Safety Department at extension 8111 from any on-campus phone or, from outside the College phone system, at (502) 863-8111. Emergency phones are also located on campus and are directly connected to the Campus Safety Office when the call button is pressed. These phones are located at Knight Hall east and west parking lots, Kappa Alpha/Kappa Delta parking lot, behind Building Services in the Allen Hall parking lot, and on the northeast corner of Military and Jackson streets.

To report a non-emergency security or public safety related matter call the Georgetown College Campus Safety Department at extension 8111 from any on-campus phone or, from outside the College phone system, at (502) 863-8111.

### **Response to reported incidents**

Campus Safety dispatchers are available at (502) 863-8111 24 hours a day to answer your call. The Georgetown College Campus Safety Department's procedures include an immediate response to emergency calls. Georgetown College Campus Safety works closely with the full range of city and county first responders to assure a complete and timely response to all emergency calls. In response to a non-emergency call, Georgetown College Campus Safety will take the required action, either dispatching an officer or asking the victim to report to the Campus Safety office to file an incident report.

All Campus Safety incident reports are forward to the Student Life Office for review and potential action by the Student Accountability Office. Campus Safety will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Accountability Office.

Campus incidents requiring law enforcement assistance are reported to Georgetown Police Department through Campus Safety. The Georgetown College Campus Safety Department is a service department rather than a law enforcement office. This includes a cooperative relationship between Campus Safety, Student Life, and the Georgetown Police Department. Georgetown College cooperates fully with the Georgetown Police Department in criminal investigations. If a sexual offense should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

This report contains information about on-campus and off campus resources. That information is made available to provide Georgetown College community members with specific information about the

resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for Georgetown College.

Crimes should be reported to the Georgetown College Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **Mandatory Reporters**

Georgetown College policy defines all employees (Faculty and Staff – both salaried and hourly) as mandatory reporters for crimes that occur on campus and/or involving Georgetown College students, faculty, and/or staff. Employees hired by the College in the capacity of counselors or health care providers are exempt from reporting requirements per the guidelines of their profession.

### Guidelines for Mandatory Reporters of Georgetown College

1. When a mandatory reporter becomes aware of an alleged act of sexual harassment, discrimination or assault, the reporter must promptly contact the Title IX Coordinator.
2. As to the Clery Act, when an employee becomes aware of any of the crimes listed below which occurs 1) on campus, 2) on public property within or immediately adjacent to the campus, or 3) in or on non-campus property that the College owns or controls, the employee should immediately contact Campus Safety (502-863-8111). (The Clery Act does not establish an obligation for Campus Safety to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines.)

In some cases, Campus Safety may also be required to release a timely warning to the community about a threat to the community.

Kentucky law requires that any person who suspects that a minor child (under 18) is the victim of abuse or neglect must immediately contact a local law enforcement agency or other agency authorized by statute, KRS 620-030. The Campus Safety Department (502-863-8111) constitutes a local law enforcement agency for purposes of Kentucky's mandatory reporting law for child abuse and neglect. Failure to report suspected abuse may result in criminal charges and / or disciplinary action.

Kentucky law also requires that any person who suspects that a person is a victim of spousal abuse must also immediately report this information to the appropriate agency. KRS 209A0303. Campus Safety can be reached at 502-863-8111.

### **Notification of a Suicidal Student**

According for the Centers for Disease Control and Prevention, suicide is the third leading cause of death for persons between the ages of 10-24. Therefore, employees need to take seriously the suicidal thoughts and/or actions expressed by any student. The student's safety should be top priority. There are several different things to look for as warning signs of suicide:

Direct Verbal Cues (a few examples):

- "I want to die."
- "I wish I were dead."
- "If I don't do well on this exam, I am going to kill myself."

Indirect Verbal Cues:

- “What is the point of life?”
- “Everyone would be better off without me.”
- “Soon you won’t have to worry about me anymore.”

Behavioral Warning Signs:

- Giving away valuable possessions.
- Stockpiling medications.
- Putting personal affairs in order.

Situational Warning Signs:

- Sudden rejection or unwanted break up with significant other.
- Death of a loved one.
- Anticipated loss of financial security.

Any employee (Faculty or Staff), who becomes aware of a student displaying any of the above warning signs, should immediately contact the Student Wellness Center Director at 502-863-7074. If possible, walk the student over to the Wellness Center to be evaluated by the counseling staff. If an employee becomes aware of these matters after hours, please contact Campus Safety at 502-863-8111 and they will contact appropriate personnel.

**Non-Retaliation / Non-Retribution**

The purpose of this policy is to encourage and enable good-faith reports by College employees of observed or suspected misconduct or noncompliance with law or with College policies and procedures without fear of retaliation or retribution.

**Contact Information**

Dr. Rosemary Allen, Provost  
Phone: 502-863-7995  
E-mail: Rosemary\_Allen@georgetowncollege.edu

Brian Evans, Vice President and Athletic Director  
Phone: 502-863-8223  
E-mail: Brian\_Evans@georgetowncollege.edu

HK Kingkade, Director of Religious Life  
Phone: 502-863-8209  
E-mail: HK\_Kingkade@georgetowncollege.edu

Michelle Lynch, Vice President for Enrollment Management  
Phone: 502-863-7061

E-mail: [Michelle\\_Lynch@georgetowncollege.edu](mailto:Michelle_Lynch@georgetowncollege.edu)

James Moak, Vice President / CFO / Treasurer

Phone: 502-863-7970

E-mail: [James\\_Moak@georgetowncollege.edu](mailto:James_Moak@georgetowncollege.edu)

Tracie Shapiro, Director of Human Resources

Phone: 502-863-8149

E-mail: [Tracie\\_Shapiro@georgetowncollege.edu](mailto:Tracie_Shapiro@georgetowncollege.edu)

Laura Wyly, Title IX Coordinator

Phone: 502-863-7969

E-mail: [Laura\\_Wyly@georgetowncollege.edu](mailto:Laura_Wyly@georgetowncollege.edu)

## **Voluntary & Confidential Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

### *Pastoral Counselor*

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## **Timely Warning Notification**

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean of Student or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college email system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to a community and individuals, the Dean of Students or his/her designee may also utilize the Rave Emergency Text Messaging system. Students, faculty, and staff may register for the Rave Emergency System by going to <http://gogc.me/alerts> and entering their phone number when prompted. Information regarding timely warning may also be posted to Georgetown College’s website at <http://www.georgetowncollege.edu>. Certain Georgetown Police personnel (identified by the Chief) are also included on the Rave Alert system so they are aware when emergency messages are issued.

Anyone with information warranting a timely warning should report the circumstances to the Georgetown College Campus Safety Department, by phone at (502) 863-8111 or in person at the Campus Safety Office on the second floor of the Cralle Student Center.

In the case of an emergency, the campus community may be alerted in the following ways:

- Post the information on [my.georgetowncollege.edu](http://my.georgetowncollege.edu)
- Post the information on the college’s web page
- Make an announcement on the campus television network using the emergency broadcast capabilities
- Send a message to all computers connected to the campus computer network
- Notify the radio and television stations
- Leave a voice mail in the following mail boxes: Admin/Staff, Full Time Faculty and Part Time Faculty
- Send an email to ‘GC All’
- Notify the campus via the loud speaker/siren
- Distribute text messages to campus community members who have ‘opted in’ to receiving these messages via the RAVE system

The College is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

## **Security and Access of Facilities**

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issues, or by admittance via the Campus Safety Department of Residence Life staff.

Residence halls are secured 24 hours a day and the living spaces are restricted to those who live in that space. When a residence hall bedroom key is reported lost, the lock is replaced. Over extended breaks, the doors of all living spaces will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Ensor Learning Resource Center, the George HW Bush Center for Fitness, and the Student Wellness Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities, Residence Life, Campus Safety, Building Services, and Maintenance meet weekly to discuss areas of concern.

When a third-party contractor is needed in a campus building, keys to buildings are checked out through the Maintenance Department and a log is kept of contractors on campus. If it is deemed that keys are not needed, contractors are escorted by a Campus Safety Officer.

Georgetown College does not have officially recognized student organizations with off-campus housing locations.

## **Safety Programs**

In order to inform students and employees about campus security procedures and practices and to encourage risk reduction and responsibility for personal and community safety, Georgetown College does the following:

- Conducts meetings with incoming students and parents during orientation. At this meeting staff is introduced and students are encouraged to use the escort service.
- Meets with resident directors and resident assistants at the beginning of school each fall. At this time, procedures for reporting as well as preventing crime on campus are discussed.
- Meets with Student Government Association (SGA) representative(s) at least yearly, to address issues of concern.
- Provides a Campus Safety manual describing services, emergency procedures, parking, etc.
- Residence hall programming also enhances students' safety awareness by providing workshops on such topics as:
  - Date and acquaintance rape
  - Dating violence, domestic violence, sexual assault and stalking
  - Self-defense
  - Substance abuse
  - Alcohol awareness
  - Self-esteem
  - CPR training
  - Personal health
  - Healthy Relationships



Georgetown College provides ongoing prevention and awareness programs in the area of sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking. Georgetown College provides a training program through EverFi called *Haven* (<http://www.everfi.com/haven>) for all new students and employees. *Haven* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:

- Key definitions and statistics
- Reflective and personalized content
- Bystander skill and confidence-building strategies
- Campus-specific policies, procedures and resources
- Rich data summaries to inform future programming



Georgetown College also provides ongoing prevention and awareness campaigns for students and employees. Georgetown College utilizes the Green Dot program (<https://www.livethegreendot.com/>). The program's curriculum is informed by concepts and lessons learned from bodies of research and theory across disciplines including: violence against women, diffusion of innovation, public health, social networking, psychology, communications, bystander dynamics, perpetration, and marketing/advertising. Additionally, since the foundation of Green Dot etc. is built upon the necessity of achieving a critical mass of individuals willing to engage in new behaviors, it is important that we strive to recognize and address anything within our efforts that might be limiting engagement including historical obstacles in the field of violence prevention and professional and personal obstacles we all face. Finally, in contrast to historical approaches to violence prevention that have focused on victims and perpetrators, the Green Dot etc. strategy is predicated on the belief that individual safety is a community responsibility and shifts the lens away from victims/perpetrators and onto bystanders. The overarching goal is to mobilize a force of engaged and proactive bystanders.

## **Alcoholic Beverages and Illegal Drugs**

Georgetown College policies and procedures, including the enforcement practices of the Georgetown College Campus Safety Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of alcohol and drugs.

The possession, sale, consumption, being in the presence of or the furnishing of alcohol on the College campus is governed by the Georgetown College Alcohol Policy and Kentucky state law. Laws regarding the possession, sale, consumption, or furnishing of alcohol is controlled by the Kentucky Department of Alcoholic Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Georgetown College Campus Safety Department. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Georgetown College Alcohol policy for anyone to possess, consume, store, or be in the presence of alcohol or commercial alcohol containers on College property, regardless of age. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Georgetown College has been designated as “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Georgetown College Campus Safety Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

### **Alcohol and Drug Education**

All new incoming students to Georgetown College must complete the “Essentials Course” through My Student Body, an online education course. The “Essentials Course” provides information related to Alcohol, Drugs, and Sexual Violence. Through the judicial sanctioning process, students may be required to complete the My Student Body “Student Conduct Course,” an online alcohol education course. In addition, students may be referred to counseling, and an intensive alcohol/drug intervention experience. In addition, freshman seminar students and the residence life staff are educated on alcohol and illegal drugs. The residence life staff and counseling/wellness center also hosts programs relating to drugs and alcohol.

### **Kentucky Laws Governing Alcohol**

In Kentucky, if you are under the age of 21, you may not:

- Possess, purchase, or attempt to purchase alcohol. Also, you may not ask another person to purchase a beverage for you.
- Enter a business with a liquor license for the purpose of obtaining alcohol.
- Use a fake or altered identification to purchase or attempt to purchase alcohol.

Anyone who is under the age of 18 and is found violating these laws will be treated as a juvenile. Anyone older than age 18 who violates these laws will be charged a fine of up to \$250.00 and jail time up to 90 days for the first offense. Subsequent offenders will face a fine up to \$500.00 and jail time up to a year.

*Kentucky Revised Statutes 244.085, Kentucky Revised Statutes 244.990*

If you are under the age of 21, Kentucky's "zero tolerance" law prohibits you from driving with a blood alcohol concentration (BAC) at or above 0.02. For adults over age 21, the BAC limit is 0.08. This means even one drink may make it illegal to drive. Possible penalties for violating the "zero tolerance" law include:

- Driver's license suspension for 30 days to six months;
- A \$100.00-\$500.00 fine; and,
- 20 hours of community service in lieu of paying the fine.

*Kentucky Revised Statutes 189A.010*

## **Prevention of Sexual Misconduct**

Georgetown College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

In coordination with the Title IX Coordinator, Campus Safety, the Student Wellness Center, New Student Orientation programs, Residence Life and other on/off campus partners, sexual assault prevention and awareness programs are offered to the student body. In addition, the college, at no cost to students, occasionally provides self-defense classes.

## **Reporting Sexual Misconduct**

Georgetown College encourages all members of the campus community to report instances of sex discrimination and sexual misconduct. You may report if you are a victim, or you are a third party who is aware of an issues of sex discrimination or sexual misconduct. There are various avenues for reporting with varying levels of confidentiality and services available. Certain employees can maintain complete confidentiality and are not required to share the details of the incident with anyone else, unless there is a concern for your safety or the safety of others. Other employees are defined as “responsible employees” as they are required to share your report with the Title IX Coordinator so that Georgetown may take steps to offer you support services, prevent the recurrence of the sex discrimination, etc. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy. Regardless of the reporting avenue you choose, we will make every effort to keep the report as private as you wish.

If you are unsure of a staff or faculty member’s reporting requirement, please ask. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available so that individuals can make informed choices about where to turn should they become a victim of or aware of sex discrimination. The reporting avenues, levels of confidentiality and other College reporting requirements are outlined below.

## **Retaliation**

Retaliation against any individual who makes a complaint or participates in the complaint process will not be tolerated.

## **Reporting Avenues**

### **Confidential Reporting**

The Student Wellness Center counselors and health care professionals can provide you with confidential reporting. These employees cannot and will not share the details of your report without your consent. However, should your report indicate there is a concern for your safety or the safety of others, they may have to share some details. They can be reached at 502-863-7074. To reach them after-hours please contact Campus Safety at 502-863-8111. These individuals can connect you with resources and explain the other reporting options that are available to you as well.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. If you would like to report to someone off campus, you may also contact the **Rape Crisis Center at 859-863-7350**

### **Private Reporting**

You may also report issues of sex discrimination and/or misconduct to any faculty member or Student Life staff (Residence Life Staff, Campus Safety, etc). These individuals are defined as “responsible employees” and are required to share your information with the Title IX Coordinator. Your information will be shared with as few people as possible. Every effort will be made to keep the details private. The details of your report, to whom you report and the course of action you wish to pursue will determine how your information is shared. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

When a responsible employee is made aware of an incident of sex discrimination or sexual misconduct, the complainant has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The College will remain ever mindful of the complainant’s well-being, will take ongoing steps to protect the complainant from retaliation or harm and will work with the complainant to create a safety plan. Retaliation against any complainant, whether by students or College employees, will not be tolerated.

### **Title IX Coordinator**

The Sexual Misconduct Policy oversight and implementation is the responsibility of the Title IX Coordinator. The Title IX Coordinator for Georgetown College is Laura Wyly, Dean of Students. She can be reached at [laura\\_wyly@georgetowncollege.edu](mailto:laura_wyly@georgetowncollege.edu) or 502-863-7969. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8111. Two Deputy Title IX Coordinators support the Title IX Coordinator. They are Mike Brown, who can be reached at 502-863-8371, and Kristen Pearson, who can be reached at 502-863-7977.

### **Local Law Enforcement**

You may also report to the Georgetown Police Department. They can be reached via 911 or by calling 502-863-7820. They can assist in filing civil charges. Sexual assault is a criminal offense. Georgetown College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.

### **College Reporting Requirements**

#### **Federal Reporting Obligations**

Campus officials have a duty to report certain forms of sex-based discrimination and/or misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Safety Report.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Georgetown College's full Sexual Misconduct and Sexual Harassment policy can be found at <http://www.georgetowncollege.edu/studentlife/residence-life/residence-life-policies/sexual-misconduct-policy/>.

Georgetown College will disclose to the alleged victim of a crime of violence, of a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Georgetown College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Bystander Intervention**

Bystanders can respond to moments of power based personal violence in three different ways: direct intervention, distraction, or by delegating. A direct intervention involves confronting the situation. This may mean telling an individual that the bystander observed the individual's drink being drugged or by asking a couple that appears to be in conflict if everything is ok. Intervention by distraction means to divert attention from the current conflict. This could be done by "accidentally" spilling a drink on someone that is in conflict or telling a friend that might be in an uncomfortable situation that you need to talk to them right away and then pulling them outside. Intervention by delegation means to ask someone else to intervene in the situation. One could delegate by calling the police if the situation appears dangerous or on campus, it might mean reporting a fight to a resident advisor.

# **Georgetown College Sexual Harassment and Sexual Misconduct Policy**

## **Contents:**

1. Introduction
2. Scope of Policy
3. Options for Assistance
4. Confidentiality
5. Title IX Coordinator
6. Definitions and Examples
7. Reporting Policies and Procedures
8. Investigations Procedures and Protocols
9. Grievance and Adjudication Procedures
10. Prevention and Education
11. Training

## **1. Introduction**

Georgetown College is committed to providing all individuals with an environment free of sex discrimination. Georgetown College prohibits all forms of sex discrimination including, but not limited to dating violence, domestic violence, sexual assault, sex-based intimidation and/or harassment, sexual harassment, sexual misconduct, sexual violence, and stalking. Instances of sex discrimination, in any form, will not be tolerated. Should such issues arise, the college has policies and procedures in place to handle these situations thoroughly, effectively and in a timely manner. These policies are not and should not be construed to be a replacement or alternative for the criminal justice system. Rather, they provide avenues through which the campus community may work to create a better environment.

The College will:

- Respond to and investigate every reported complaint within a timely manner
- Provide involved parties with appropriate resources such as connection to legal, mental and physical health care providers as well as campus policies on sex discrimination
- Provide remedies when misconduct is discovered
- Impose appropriate sanctions in a case-by-case manner
- Protect the privacy of all those involved to the extent it is possible and where protecting that privacy does not put the individual or others at risk

Georgetown College is committed to addressing all forms of sex discrimination through enacting preventative measures, educating the campus community and the establishment of thorough grievance

procedures. Georgetown College employees at all levels are responsible for taking reasonable and necessary action to prevent, address and respond to sex discrimination as permissible by their professional guidelines, which are based on the capacity in which they were hired by the College. For example, those hired as mental health counselors may be exempt from reporting instances of sexual assault if the individual does not pose a threat to themselves or the campus community. However, a faculty member who may also hold a degree in counseling would still be required to report as he/she was hired by the College in the capacity of faculty rather than mental health counselor.

## **2. Scope of the Policy**

This policy applies to any form of sex discrimination that is sufficiently severe, pervasive or persistent to deny or limit a student's ability to participate in or benefit from any program or educational opportunity provided by Georgetown College. Upon notice of sex discrimination, Georgetown College is responsible to take immediate steps to eliminate the harassment, remedy its' effects and prevent its' recurrence. This policy applies to all College-related activities both on and off campus and applies to all individuals involved in these activities. This policy applies to all students, faculty, and staff (hourly or salary) regardless of sexual orientation or gender identity. Any member of the Georgetown College community found in violation of these policies may be subject to disciplinary action, up to and including termination of employment.

Likewise, the policy also applies to conduct by third parties, who are not themselves employees or students of Georgetown (such as a visiting speaker, contracted professional or visiting athletic team). The disciplinary actions the College may take will differ depending on the level of control the school has over the harasser. Regardless of the level of disciplinary action that may be taken, Georgetown is committed to remedying the effects of any sex discrimination and preventing its' recurrence.

It should be noted that harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum. The policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in a class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics.

All members of the Georgetown community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the College's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

### **3. Confidentiality Policy**

If you are a victim or are aware of an instance of sex discrimination and/or sexual misconduct, we highly encourage you to report. We have resources to offer and may be able to help. There are several options for reporting with differing levels of confidentiality. We will make every effort to keep the report as private as you wish.

Certain employees can maintain complete confidentiality (unless there is a concern for your safety or the safety of others) and are not required to share the details of the incident with anyone else. Other employees are required to share certain details of your report with specific professional staff on campus. Likewise, in certain situations the College has Federal reporting requirements. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy.

If you are unsure of a staff or faculty member's reporting requirement, please ask. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available so that individuals can make informed choices about where to turn should they become a victim of, or are aware of sex discrimination. The reporting avenues, levels of confidentiality and other College reporting requirements are outlined in *Section 8: Reporting Policies and Protocols*.

All individuals involved in an investigation or adjudication procedure will be informed of the importance of confidentiality and asked to sign a confidentiality statement.

### **4. Options for Assistance**

#### **Assistance immediately after an incident of sexual misconduct**

If you or someone you know is a victim of sexual assault, the following procedures are encouraged.

1. Go to a safe place.
2. Call someone whom you trust and/or
3. Please consider seeing a medical professional. There are many benefits from doing so. Seek medical care at an emergency room or hospital of your choice. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. If you are planning on filing a criminal complaint, the medical exam must be done within 72 hours of the assault. You may have the exam and then decide not to prosecute. It may be helpful to ask for someone you trust, a Georgetown staff member or a volunteer from the Rape Crisis Center to go with you.
4. If you want to prosecute there are steps you can take to help preserve evidence. You should avoid changing clothes, bathing, douching, urinating or defecating before arriving at the ER. Urine samples will be necessary to test for any date rape drugs. Do bring extra clothes with you, as clothing may be held as evidence.

We encourage you to report any instance of sex discrimination or sexual misconduct to campus personnel so we may provide you with support, assistance and resources. Campus personnel can also assist you in contacting other resources both on and off campus.

1. Campus Safety: 502-863-7969
  - ✓ Available 24 hours a day
  - ✓ Campus Safety can also connect you with a campus counselor or the Title IX Coordinator in after-hours emergencies
2. Title IX Coordinator: 502-863-7969
  - ✓ To reach after hours please contact Campus Safety at 502-863-8111
  - ✓ Title IX Coordinator Deputies
    1. Mike Brown 502-863-8371
    2. Kristen Pearson 502-863-7977
3. Student Wellness Center Counselors: 502-863-7074
  - ✓ To reach after hours please contact Campus Safety at 502-863-8111
4. Local Law Enforcement: 911 or 502-863-7820
5. Bluegrass Rape Crisis Center: 1-800-656-4673
6. Georgetown Community Hospital: 502-868-1201
  - ✓ Please note this hospital does not offer Sexual Assault Nurse Examiners or “rape kits”. UK Chandler Hospital in Lexington, KY offers these services. Their contact number is below.
7. UK Chandler Hospital: 859-323-5000

The College will also offer remedies and/or accommodations for individuals reporting issues of sexual misconduct. Some examples of these are below. No formal complaint or investigation, campus or criminal, need occur before these options are available.

The College will:

- Inform the complainant of and, offer to assist in accessing available resources both on and off campus such as mental health counseling, physical health care providers, legal assistance and victim advocacy services.
- Inform the complainant of the right to report to local law enforcement and provide assistance if the complainant so wishes.
- Offer other security and support services such as
  - Issuing a campus no-contact order against another student who has engaged in or threatens to engage in sexual misconduct, stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
  - Arranging a change of living, working arrangements or academic accommodations so the complainant need not face the accused. Academic accommodations will vary based on the situation and class, but may include things such as assignment rescheduling, taking an incomplete in a class, transferring class sections, temporary withdrawal, alternative course completion options, etc.

## Ongoing Assistance

You may have needs for ongoing support and many questions in the days and weeks following instances of sex discrimination and/or sexual violence. Georgetown College encourages you to utilize the following resources. These resources are available to you whether or not you choose to make an official report or participate in an institutional disciplinary and/or criminal process

1. Counseling and Advocacy Services
  1. *On campus*: Student Wellness Center: 502-863-7074  
✓ Services are free to students
  2. *Off campus*: Bluegrass Rape Crisis Center: 1-800-656-4673
2. Health Care Providers
  1. *On campus*: Student Wellness Center: 502- 863-8201  
✓ Services are free to students
  2. *Off campus*: Georgetown Community Hospital: 502-868-1201
  3. *Off campus*: UK Chandler Hospital: 859-323-5000
3. Georgetown College Title IX Coordinator: Laura Wyly: 502-863-7969  
✓ The Title IX Coordinator is trained in issues of sex discrimination and can connect you to resources, answer questions and offer other forms of assistance as appropriate. The Title IX Coordinator can help provide ongoing support with an institutional disciplinary process or a criminal process.

## 5. Title IX Coordinator

The Title IX Coordinator for Georgetown College is Laura Wyly, Dean of Students. She can be reached at [laura\\_wyly@georgetowncollege.edu](mailto:laura_wyly@georgetowncollege.edu) or 502-863-7969. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8111.

There are also 2 Title IX Coordinator Deputies tasked with assisting in conducting investigations and implementing policy. They are Mike Brown (502-863-8371) and Kristen Pearson (502-863-7977)

The Title IX Coordinator is responsible for the following:

- Oversight and implementation of the Sex Discrimination and Sexual Misconduct policy including investigation and adjudication procedures.
- Ensure all members of the investigation and adjudication teams for sex discrimination are trained in issues specific to sex discrimination and sexual misconduct.
- Educate the campus community on reporting requirements for sex-based offenses including when and how to report instances of sex discrimination.
- Coordinate trainings for the campus community (students and staff) on issues of sex discrimination and sexual misconduct.

## 6. Definitions and Examples

### Definitions

There are many terms used in issues of sex discrimination. The following will provide some common definitions and examples.

- **Accused:** The alleged perpetrator of any form of sex discrimination
- **Awareness programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- **Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- **Coercion:** Coercion is unreasonable pressure for sexual activity.
- **Complainant:** The alleged victim or individual reporting the issue of sex discrimination.
- **Consent:** Consent is an active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to the influence of alcohol and/or drugs. In order to give consent one must be of legal age and not incapacitated mentally or physically. Lack of consent occurs when:
  - ✓ A person is forced to submit.
  - ✓ The person does not expressly or implicitly agree with the accused person's conduct under circumstances other than forcible compulsion or incapacity to consent.
  - ✓ A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.
  - ✓ A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent or knowledge.
  - ✓ A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate unwillingness to act.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (i) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) For the purposes of this definition-
  - c) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - d) Dating violence does not include acts covered under the definition of domestic violence.
- (iii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Kentucky currently does not have any laws regarding Dating Violence.

- **Domestic Violence:** (i) Felony or misdemeanor crimes of violence committed –
  - f) By a current or former spouse or intimate partner of the victim;
  - g) By a person whom the victim shares a child in common;
  - h) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - i) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - j) By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (ii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:

**As used in KRS 403.715 to 403.785:**

- (5) "Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of unmarried couple:
- (6) "Family member" means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;
- (7) "Global positioning monitoring system" means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system

that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violated the individual's body; and  
(8) "Member of an unmarried couple" means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.

- **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- **Incapacitation:** Incapacitation is a state where an individual cannot make a rational or reasonable decision because he/she lacks the ability or information to understand the sexual interaction to the fullest extent. Incapacitation can result from mental or physical disabilities, drug or alcohol use, physical restraints, "date-rape" drugs, or anything that effects the individual's ability to make a clear and informed decision. Incapacitation occurs anytime sexual activity takes place where the alleged victim does not understand the "who, what, when, where, why and how"
- **Intimidation:** Intimidation is the act of using coercion, instilling fear or making threats to induce submission, compliance or acquiescence from another.
- **Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight with any object, by a man or a woman upon a man or a woman that is without consent and/or by force
- **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- **Primary Prevention Programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- **Result:** Any initial, interim, and final decision by any official or entity authorized to resolved disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

- **Retaliation:** Retaliation occurs when an individual seeks a form of revenge against another for a perceived wrong
- **Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Sex Discrimination/Sexual Misconduct:** Sex Discrimination and sexual misconduct occurs anytime a person's sex becomes a factor or basis in treating them unfairly. Sex Discrimination may also occur when an individual is treated unfairly due to his/her connection with a group or organization that is typically associated with a certain sex. Sex discrimination includes behaviors such as sexual assault, sexual harassment, any non-consensual behavior of a sexual nature, domestic or dating violence and stalking. Such behaviors could be committed by force, intimidation or use of a victim's incapacity (physical, mental or through the use of drugs or alcohol).
- **Sexual Assault:** Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion and/or without consent. Forcible compulsion may be committed by means such a physical power, coercion or incapacitation. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting. Absence of protest is not consent.
- **Sexual Contact:** Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- **Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:
  - ✓ Invasion of sexual privacy
  - ✓ Non-consensual video or audio-taping of sexual activity
  - ✓ Going beyond the boundaries of consent (such as letting friends view you having consensual sex without the other party knowing)
  - ✓ Sexually-based stalking and/or bullying
  - ✓ Engaging in voyeurism
  - ✓ Knowingly transmitting an STI or HIV to another student
- **Sexual Harassment:** Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - ✓ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
  - ✓ Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the accused or by friends of the accused or others who are sympathetic to the accused. In addition, retaliation directed toward a third party due to their participation in a grievance process or for supporting a grievance may be retaliatory harassment.

- ✓ Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.

Types of sexual harassment include:

- ✓ **Quid Pro Quo:** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
- ✓ **Retaliatory:** Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the accused or by friends of the accused or others who are sympathetic to the accused. In addition, retaliation directed toward a third party due to their participation in a grievance process or for supporting a complainant may be retaliatory harassment.
- ✓ **Hostile Environment:** Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.

25. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- c) Fear for the person's safety or the safety of others; or
- d) Suffer substantial emotional distress.
- (iii) For the purposes of this definition –
  - d) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - e) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
  - f) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- (iv) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Examples of Sexual Misconduct

Examples of conduct prohibited by this policy include, but are not limited to, the following, when such conduct meets the aforementioned criteria above:

1. Direct or implied threats that submission to sexual advances or rejection of sexual advances will be a condition of employment, work status or assignments, promotion, grades, letters of recommendation, salary, academic standing, or receipt of financial aid;
2. Persistent unwelcome flirtation, advances and/or propositions of a sexual nature, intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive

advances (e.g., sexual propositions when the other person has made it clear that they are not interested) without threat of punishment for noncompliance and without promise of reward for compliance;

3. Repeated insults, humor, jokes, and/or stories that belittle or demean an individual's or group's gender, race, color, religion, or national origin, and physical conduct or verbal innuendo which, because of one's gender, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment.
4. Repeated unwelcome comments of a sexual nature about an individual's body or clothing.
5. A pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere; that is, an atmosphere that demeans or oppresses people simply by virtue of their gender. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs which depict women/men in a derogatory manner, yelling sexist remarks from windows as women/men walk by);
6. Behavior that would cause discomfort or humiliate a reasonable person through one or more of the following:
  1. Inappropriate touching, patting, pinching, unwanted hugging, or brushing against a person's body,
  2. Remarks of a sexual nature about a person's clothing or body,
  3. Remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or other sexually suggestive remarks or insults.

## **7. Reporting Policies and Protocols**

Georgetown College encourages all members of the campus community to report instances of sex discrimination and sexual assault. You may report if you are a victim, or you are a third party who is aware of an issues of sex discrimination or sexual assault. There are various avenues for reporting with varying levels of confidentiality and services available. Certain employees can maintain complete confidentiality and are not required to share the details of the incident with anyone else, unless there is a concern for your safety or the safety of others. Other employees are defined as "responsible employees" as they are required to share your report with the Title IX Coordinator so that Georgetown may take steps to offer you support services, prevent the recurrence of the sex discrimination, etc. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy. Regardless of the reporting avenue you choose, we will make every effort to keep the report as private as you wish.

If you are unsure of a staff or faculty member's reporting requirement, please ask. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available so that individuals can make informed choices about where to turn should they become a victim of or aware of sex discrimination. The reporting avenues, levels of confidentiality and other College reporting requirements are outlined below.

## **Retaliation**

Retaliation against any individual who makes a complaint or participates in the complaint process will not be tolerated.

## **Reporting Avenues**

### **Confidential Reporting**

The Student Wellness Center counselors and health care professionals can provide you with confidential reporting. These employees cannot and will not share the details of your report without your consent. However, should your report indicate there is a concern for your safety or the safety of others, they may have to share some details. They can be reached at 502-863-7074. To reach them after-hours please contact Campus Safety at 502-863-8111. These individuals can connect you with resources and explain the other reporting options that are available to you as well.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. If you would like to report to someone off campus, you may also contact the **Rape Crisis Center at 859-863-7350**

### **Private Reporting**

You may also report issues of sex discrimination and/or misconduct to any faculty member or Student Life staff (Residence Life Staff, Campus Safety, etc). These individuals are defined as “responsible employees” and are required to share your information with the Title IX Coordinator. Your information will be shared with as few people as possible. Every effort will be made to keep the details private. The details of your report, to whom you report and the course of action you wish to pursue will determine how your information is shared. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

When a responsible employee is made aware of an incident of sex discrimination or sexual misconduct, the complainant has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The College will remain ever mindful of the complainant’s well-being, will take ongoing steps to protect the complainant from retaliation or harm and will work with the complainant to create a safety plan. Retaliation against any complainant, whether by students or College employees, will not be tolerated.

### **Title IX Coordinator**

The Sexual Misconduct Policy oversight and implementation is the responsibility of the Title IX Coordinator. The Title IX Coordinator for Georgetown College is Laura Wyly, Dean of Students. She can be

reached at [laura\\_wyly@georgetowncollege.edu](mailto:laura_wyly@georgetowncollege.edu) or 502-863-7969. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8111. The Title IX Coordinator is supported by two Deputy Title IX Coordinators. They are Mike Brown who can be reached at 502-863-8371 and Kristen Pearson who can be reached at 502-863-7977.

### **Local Law Enforcement**

You may also report to the Georgetown Police Department. They can be reached via 911 or by calling 502-863-7820. They can assist in filing civil charges. Sexual assault is a criminal offense. Georgetown College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.

### **Take Back the Night and Other Public Awareness Events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “Survivor Speak Outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

### **College Reporting Requirements**

#### **Federal Reporting Obligations**

Campus officials have a duty to report certain forms of sex based discrimination and/or misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Safety Report.

#### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

#### **Parental Notification**

Georgetown College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. The College may contact parents/guardians to inform them of situations in which there is a health and/or safety risk. Georgetown College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

## What to Expect When you Report

1. If you contact a member of Residence Life (your RA or RD), Campus Safety, faculty or professional staff (not including those hired by Georgetown College as mental or physical health providers):

- The employee will notify the Title IX Coordinator of the incident.
- You may be contacted by the Title IX Coordinator regarding the incident.
- An investigation conducted by a campus employee trained as a Title IX investigator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.
- The Title IX Coordinator will offer to connect you to local police, mental and physical health care providers and legal resources if you so desire
- If the accused is a member of the campus community, the Title IX Coordinator can order the accused to cease and desist from any intentional contact, direct or indirect, with you. We may also be able to offer housing and/or classroom accommodations so that the complainant need not face the accused.
- You will also be given the opportunity to contact the Georgetown College Counseling Center or another agency in the community such as a rape crisis center.
- The nature of your report (i.e. sexual assault) may be included in the College's crime statistic log. The crime log does not include personally identifiable information, just that a report of an issue such as sexual assault was taken. Likewise, should the nature of your report pose a threat to the campus community, general information may need to be shared. This is further explained in the Federal Reporting Obligations section below.
- If you chose to move forward with a campus judicial process, the individuals who facilitate that process will be notified as well as the accused

2. If you contact the Student Wellness Center:

- A counselor and/or PA will meet with you on-campus and provide support.
- The counselor and/or PA will not share any information of the incident with law enforcement or a member of the Georgetown College community without your consent unless there is a clear threat to other members of the Georgetown College community or the individual makes statements of a suicidal/homicidal nature.
- The counselor and/or PA will explain reporting options and support you in whatever decision you make regarding reporting or not reporting.
- If you choose to file a report with the Title IX Coordinator or law enforcement, a counselor may accompany you and support you through the process if you so desire.

3. If you contact Georgetown Police:

- Georgetown police will meet you on campus to discuss the incident and create a report.
- The police will ask you for details of the sex discrimination and explain your legal rights.

- They may contact a victim advocacy service or the alleged perpetrator. Their actions will depend on what you report and how you want to proceed.
- The police may contact Campus Safety to let them know that they are on campus.

#### 4. If you go to the hospital for an exam:

- You may request a sexual assault exam to be completed.
- A police officer may be contacted and you may be asked to make a report. The officer is there to collect any evidence obtained during the exam.
- If you consent to make a police report, the Commonwealth of Kentucky will pay for the exam and the exam will not be billed to your insurance.
- If you are 18, your parents will not be notified without your consent.
- Making a report and completing an exam preserves the option to prosecute, but does NOT commit an individual to pressing charges.
- You may request a member of Georgetown College community, the Counseling Center, or an advocate from the Bluegrass Rape Crisis Center to accompany you to the exam.

### **8. Investigation Procedures and Protocols**

The College will investigate all reports of sex discrimination and sexual misconduct. However, the level and scope of the investigation may in some cases be decided by the reporting individual. Responsibility for the investigation model is assigned to the Title IX Coordinator. The Title IX Coordinator oversees the training and implementation of the investigator team.

#### **Formal Investigations**

Formal investigations with willing participants provide the most thorough and effective process. They are also necessary for campus disciplinary proceedings. Formal investigations of sex discrimination or alleged sex discrimination and sexual misconduct will be handled using an Investigator Model. In this model an investigator(s) serves as a neutral fact-finder who will interview the complainant, the accused, witnesses and gathers any other evidence as necessary. The lead investigator will be assigned by the Title IX Coordinator and will be trained in issues of sex discrimination. Issues such as impartiality, appropriateness based on involved parties, fit, etc. will be considered in appointing the lead investigator on any case.

The lead investigator may interview the complainant, the accused, witnesses, any parties with potentially relevant information, review video footage, and investigate any other appropriate avenues that may provide pertinent information. The investigator will keep both the complainant and the accused apprised of their rights and the status of the process. The investigator will compile all the investigation material into a report. The report will be submitted to the Chair of the Executive Hearing Committee who will make a determination of charges. Should a hearing be deemed necessary, the report will be given to the Executive Hearing Committee for adjudication. The steps of the process are outlined in *Section 9. Grievance and Adjudication Procedures*.

#### **Informal Investigations and Requests for Confidentiality**

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a complainant's request not to investigate in order to provide a safe, non-discriminatory environment for all students. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the College will consider a range of factors, including the following:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
- Whether there have been other sexual violence complaints about the same accused
- Whether the accused has a history of arrests or records from a prior school indicating a history of violence
- Whether the accused threatened further sexual violence or other violence against the victim or others
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the complainant is a minor
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the complainant's request for confidentiality.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred, increasing education and prevention efforts, conducting climate assessments/victimization surveys and/or revisiting its policies and practices.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the complainant. The College will offer remedies and/or accommodations for the complainant. Some examples of these are below. No formal complaint or investigation, campus or criminal, need occur before these options are available.

The College will:

- Inform the complainant of, and offer to assist in accessing available resources both on and off campus such as mental health counseling, physical health care providers, legal assistance and victim advocacy services.
- Inform the complainant of the right to report to local law enforcement and provide assistance if the complainant so wishes.
- Offer other security and support services such as
  - Issuing campus a no-contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
  - Arranging a change of living, working arrangements or academic accommodations so the complainant need not face the accused. Academic accommodations will vary based on the situation and class, but may include things such as assignment rescheduling, taking an incomplete in a class, transferring class sections, temporary withdrawal, alternative course completion options, etc.

### **Confidentiality**

All individuals involved in an investigation and/or adjudication process will be informed of the importance of confidentiality and asked to sign a confidentiality statement. Conversations and information that result from an investigation or disciplinary proceeding are private and should not be shared.

### **Time Frames**

Investigations will be conducted in reasonable and prompt timeframes with a goal for resolution of any sex discrimination complainant being 60 days. Certain issues, such as the point in the semester when the incident is reported may result in prolonged investigations. For example, conducting interviews during semester breaks may be more challenging as students, faculty or staff may be away. Every effort will be made to find resolution within the 60 day time frame. If the incident is also being investigated by local law enforcement, the campus process need not wait for the outcome of the criminal justice system process before making a final determination.

## 9. Grievance/Adjudication Procedures

### Hearing Committee

Mediation is never an appropriate means for handling issues of sex discrimination and sexual misconduct. Sex discrimination hearings will be heard by a Hearing Committee. All members have been trained in issues of sex discrimination and sexual misconduct. This committee is composed of students, faculty and staff and will represent both genders. The committee chair will be the Director of Student Accountability or his/her designee and serve as a facilitator, but not a voting member. At least 5 voting members must be present for a hearing to take place with no more than 7 sitting on any hearing.

In instances of employee on student hearings, students will not sit on the committee. In such instances an Executive Hearing Committee will be composed. This committee may also hear incidents of sexual misconduct, issues requiring a high degree of confidentiality or issues high in severity. The Executive Hearing Committee Chair will be the Director of Human Resource or his/her designee and serve as a facilitator, but not a voting member. Both the student and employee may bring an advocate to each stage of the hearing.

The committee members will be informed of the names of the complainant and accused prior to the hearing. Should circumstances arise in which a hearing committee member cannot be impartial and/or there is a conflict of interest, that member will be replaced with another. For example, if a hearing committee member is a relative or roommate of one of the individuals involved in the report, their impartiality may be compromised making it inappropriate for them to hear that particular case. Hearing Committee members are expected to recuse themselves from hearings in which they identify a potential bias. Likewise, both the complainant and the accused may petition that a member of the Executive Hearing Board be replaced due to bias. Any concerns with a hearing committee member's impartiality or fit should be brought to the attention of the Hearing Committee Chair. The Chair will have final say on who sits on the committee and hears any particular case.

### Standard of Proof

The standard of proof used for hearing cases of sex discrimination and sexual misconduct will be preponderance of the evidence or "more likely than not". Findings of responsible or not responsible for sex discrimination cases will be made based on this standard of proof in determining if a violation occurred.

### Complainant and Accused Rights:

- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire.
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity.

- The right to be notified of available counseling, mental health or student services, both on campus and in the community.
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators.
- The right to be treated with respect by College officials.
- The right to preservation of confidentiality, to the extent possible and allowed by law.
- The right to a hearing closed to the public.
- The right to be present for all testimony given and evidence presented before the Executive Hearing Committee.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to a campus accountability outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to appeal the finding and sanction of the Executive Hearing Committee in accordance with the standards for appeal.
- The right to a fundamentally fair hearing, as defined in these procedures.
- The right to have College policies and procedures followed without material deviation.

### **Individuals Present at the Hearing**

Those present at the hearing will include:

- 5 or 7 members of the Hearing Committee
- The complainant
- The accused
- The Title IX Investigator/s
- Advocates: Both the complainant and the accused may have one advocate present during the hearing. This may be a College official, legal counsel, friend, parent, etc. The complainant/accused may confer with their advocate, but the advocate may not participate in the hearing.
- Witness may be called to provide statements.

***If any party is uncomfortable being in the same room for the hearing, accommodations may be made such as using Skype, thereby allowing the hearing to take place without direct confrontation.***

### **Notification of Hearing**

All parties whose presence is requested at the hearing will be notified in writing seven calendar days prior to the hearing. Notifications will be made via campus email by the Executive Hearing Committee Chair/Dean of Students and include:

- The time and location of the hearing.
- Notice of the alleged violations within the complaint including the nature of the violation
- Possible sanctions should the accused be found responsible for a violation

- The names of the members of the Executive Hearing Board assigned to the case. Neither the accused nor the complainant may directly or indirectly contact any member of the Executive Hearing Committee prior to the hearing.
- The names of all witnesses who will be called at the hearing, except in cases where a witness' identity may not be revealed for compelling safety reasons. Upon review of witnesses to be called either the accused or complainant may request that additional witnesses be called. This request should be made to the Executive Hearing Committee Chair who will determine with the Title IX Investigator if the new witnesses will be added to the hearing. If added, the complainant and accused will be notified no less than 48 hours prior to the hearing. Witnesses may be added no later than 48 hours prior the hearing.
- All documentary evidence to be presented at the hearing (subject to confidentiality limitations imposed by state and federal law). Both the complainant and the accused have the opportunity to review this at least 48 hours prior to the hearing. Requests to review this evidence should be made in writing to the Executive Hearing Committee Chair.
- The rights nature, rules and procedures of the campus conduct process as outlined in this policy

## Hearing Steps

The Investigator Report will be given to the Executive Hearing Committee chair who will make a determination of charges and if necessary, schedule a hearing with the Executive Hearing Committee. The steps are as follows:

- Introductions: The hearing will be facilitated by the Executive Hearing Committee chair and begin with introductions.
- Presentation of Investigator Report: The lead investigator will present the report to the Executive Hearing Committee.
- Questioning:
  - Members of the Executive Hearing Committee will be given the opportunity to ask questions of the accused, the complainant and/or the investigator.
  - The accused and complainant may not directly ask questions of each other or any witnesses. Should such a question arise, the complainant or accused will in writing submit the question to the committee chair. The committee chair will determine the appropriateness and/or usefulness of the question and then present the question or deny it.
  - Questions about prior sexual conduct with any individual other than the alleged perpetrator are prohibited
  - Evidence of a prior consensual dating or sexual relationship between the accused and complainant does not imply consent or preclude a finding of sexual misconduct.
- Witnesses: Any witnesses or individuals with relevant information will then be called. Video footage and other types of evidence will be reviewed. The Executive Hearing Committee will first be allowed to ask questions of witnesses. The complainant and accused will then be permitted to ask questions of witnesses. Witnesses will be called as needed, questioned and dismissed. Witnesses will be present only for the portion of the questioning that applies to them directly.

- **Statements:** The complainant and the accused will then both be given a chance to make a statement after all questioning is finished.
- **Dismissal:** At this point the complainant, accused, investigator, advocates, witnesses and any other individuals will then all be dismissed leaving only the Executive Hearing Committee.
- **Deliberation:** The Executive Hearing committee will deliberate and make a determination of responsible or not responsible for the accused.
- **Sanctioning:** If a determination of responsible is reached, the board will then assign sanctions.

## Sanctions

Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a violation of this policy. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional violations/sanctions.

1. **Oral Reprimand:** An oral statement to a student that he or she is violating or has violated institutional rules. No reprimand shall be entered as a permanent part of the student's record unless issued by the appropriate accountability body.
2. **Written Reprimand:** Notice in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action.
3. **Forced Change of Residency:** Requires the movement of the student from one residence hall area to another.
4. **Removal from Campus Housing:** Requires the student to vacate campus housing by a designated time.
5. **Trespass Warning:** The student is prohibited from visiting or returning to a part or all of any designated area of campus. If the student returns, he/she is subject to arrest and additional action.
6. **Fines:** An appropriate fine may be levied for policy violations or damages incurred.
7. **Restitution:** Loss encumbered by the individual or College as a result of the student's code of conduct violation.
8. **Campus Work:** Participation in educational programs or projects may be assigned. There will a \$20.00 per hour fee for campus work hours not completed.
9. **Loss of Privileges.**
10. **Disciplinary Probation:** May include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.

11. **Interim Suspension:** Temporary suspension by an official of the College for a designated period of time. Students who are interim suspended are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense.

12. **Deferred Suspension:** Students are suspended but are allowed to continue as a student under specific conditions as outlined by the Student Life Office and agreed upon by the student.

13. **Suspension:** Exclusion from classes and other privileges or activities or from the College, as set forth in the notice of suspension, for a definite period of time.

14. **Expulsion:** Termination of student status for an indefinite period of time.

### **Notification of Outcome**

In sex discrimination cases, both the accused and complainant will be notified simultaneously, in writing via campus email of the outcome within 48 hours of completion of the hearing. The complainant will also be notified of any sanctions assigned to the accused that may impact the complainant. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Appeals Process**

- Both the complainant and the accused are granted 1 opportunity for appeal
- Appeals should be submitted in writing to the Committee Chair in writing within 7 days of notification of outcome.
- Appeal requests may be made on the following grounds:
  - An excessive or inappropriate sanction was given
  - Procedural errors or bias existed in the hearing that were sufficient enough to deny a fair hearing process
  - Lack of sufficient evidence to support the finding
  - Admission of new material or evidence that is not merely corroborative repetitive and was not present at the time of the initial hearing
- A request for an appeal does not necessarily mean that one will be granted.
- The committee chair and Title IX coordinator will appoint an appellate committee. Membership of the appellate committee will be determined based on the status of the involved individuals (i.e. student, employee, etc. Students will not sit on cases involving employees)
- In employee on student cases the appellate committee may be h
- The Appellate Committee will decide within 7 calendar days of an appeal request if the appeal will be heard. This will be communicated to the appellant in writing with the date, time and location of the appeal hearing. The appellant will have at least 48 hours notice prior to the scheduled hearing.
- The following individuals will be present at the appeals hearing:

- The Appellate Committee
- The appellant
- The appellant may bring 1 advocate. This may be a College official, legal counsel, friend, parent, etc. The appellant may confer with the advocate, but the advocate may not participate in the hearing
- The Appellate Committee will hear the statement of the appellate, review any new evidence and ask any relevant questions. The appellate will then be dismissed and the committee will deliberate and make a determination.
- Should an appeal be granted and heard, both parties will be informed of the outcome in writing via campus email within 48 hours of the decision.

Example of the appeals process:

- *If a hearing board finds the accused responsible for sexual misconduct, the complainant may appeal that decision (in writing within 48 hours of the decision). The appeal hearing will be set. The outcome of the appeal hearing will be shared with both the accused and the complainant. If the accused is found not responsible for a sexual misconduct violation through the appeal hearing, the complainant has seven calendar days after being notified of the outcome to appeal that decision. After this, both parties have exhausted their appeal rights.*
- *If a hearing board finds the accused non-responsible for sexual misconduct, the complainant may appeal that decision (in writing within 48 hours of the decision). The appeal hearing will be set. The outcome of the appeal hearing will be shared with both the accused and the complainant. If the accused is found responsible for a sexual misconduct violation through the appeal hearing, the accused has seven calendar days after being notified of the outcome to appeal that decision. After this, both parties have exhausted their appeal rights.*

### **Timeline Estimates for Major Stages of the Process**

Please refer to sections 4: *Options for Assistance*, 8: *Investigation Procedures and Protocols* and 9: *Grievance/Adjudication Procedures* for full details on each step of the process. The summary below is meant to provide a rough timeline of what to expect when moving through the reporting, investigation and resolution process.

Investigations will be conducted in reasonably prompt timeframes with a goal for resolution being 60 days from the initial report to the end of the hearing/appeals process. Certain issues such as the point in the semester when the incident is reported may result in prolonged investigations. For example, conducting interviews during semester breaks may be more challenging as students, faculty or staff may be away. Every effort will be made to find resolution within the 60 day time frame. If the incident is also being investigated by local law enforcement, the campus process need not wait for the outcome of the criminal justice system process before making a final determination.

- **Safety Precautions:** Once the institution becomes aware of an instance of sex discrimination we will immediately take any interim measures to ensure the safety of the individual and campus community. Likewise we will take steps to offer the complainant interim options for support and remedy. These may include things such as issuing a timely warning statement or no-contact orders, offering a change of housing, offering counseling services, etc.
- **Investigations:** The length of the investigation will vary widely based on the situation. Investigations will involve meeting with the individuals involved, taking statements, reviewing and gathering any other evidence (such as video footage), talking with witnesses, corroborating statements, meeting with College personnel, etc. This process will begin immediately upon receiving a complaint. Our goal is to be extremely thorough in gathering information so this process may take several weeks.
- **Hearings:** Hearings will be scheduled providing at least a seven day notice. This will allow both parties time to review the allegations, witnesses and other documentary evidence to be submitted.
- **Resolution:** The Executive Hearing Committee will deliberate after the hearing is completed and in most circumstances will make a determination of responsibility immediately. There may be instances in which they request additional information or interviews. In these cases the goal will be to gather the additional information/interviews and complete the hearing within seven calendar days. Should such an instance occur, both the complainant and accused will be notified that an extension in the hearing process has been requested and other information is being gathered.
- **Notification of Outcome** Once a determination of responsibility is made, within 48 hours both the complainant and the accused will be notified of the outcome simultaneously, in writing via their campus email.
- **Appeals:** Appeals must be submitted in writing within seven business days of notification of outcome. The Executive Appellate Committee will decide within seven calendar days of an appeal request if the appeal will be heard. If an appeal is granted, the hearing will be scheduled giving the appellant at least 48 hours notice prior to the scheduled hearing. Both the complainant and the accused have one appeal opportunity.
- **Notification of Appeal Outcome:** Once a determination is made, within 48 hours both the complainant and the accused will be notified of the outcome simultaneously, in writing via their campus email.

## Confidentiality

All individuals involved in an investigation or adjudication procedures will be informed of the importance of confidentiality and asked to sign a confidentiality statement. Conversations and information that result from an investigation or disciplinary proceeding are private and should not be shared.

## Retaliation

No student or employee shall be subject to any form of reprisal or retaliation for having made a good faith complaint under the College's Sexual Discrimination Policy or for participating in an investigation of such complaint. Appropriate steps will be taken to protect employees and students from retaliation.

## Jurisdiction

These policies apply to any student, staff and employee of Georgetown College and are not affected by the location in which the sex discrimination and/or misconduct incident occurs.

### **Statute of limitations**

There is no statute of limitations on reporting sexual misconduct. However, please be aware that services may be the most effective when incidents are reported immediately.

## **10. Prevention and Education**

Georgetown College has several avenues for preventing issues of sex discrimination and educating the campus community. Some of the highlights are below

1. Bystander Intervention Training: The Student Wellness Center is trained in Green Dot Bystander Intervention Training and facilitates this program yearly.
2. Awareness and Educational Campaigns: Several Student Life offices such as Residence Life, Georgetown Activities Council, the Student Wellness Center, Greek Life and student organizations under faculty supervision conduct programs throughout the year on topics such as dating violence, sexual assault myths, making healthy choices, sexual violence awareness, etc.
3. Orientation educates new students every fall on issues of sex discrimination, Georgetown's sex discrimination policies, how to report and resources available to them.
4. My Student Body is an online program required of all new students. One of the tracts focuses on sex discrimination and sexual violence. Students are educated and tested on the issue.
5. The Title IX Coordinator educates the campus employees on issues of sex discrimination and how to report these issues. Likewise, the Title IX Coordinator trains campus employees on how to sensitively handle such reports.
6. Georgetown College provides ongoing prevention and awareness programs in the area of sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking. Georgetown College provides a training program through EverFi called *Haven* (<http://www.everfi.com/haven>) for all new students and employees. *Haven* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:
  - Key definitions and statistics
  - Reflective and personalized content
  - Bystander skill and confidence-building strategies
  - Campus-specific policies, procedures and resources
  - Rich data summaries to inform future programming

## **11. Training**

Georgetown is committed to ensuring all employees are trained in a trauma-informed approach to issues of sex discrimination. Training for faculty and staff on issues of sex discrimination is the responsibility of the

Title IX Coordinator. Staff are trained annually on what constitutes sex discrimination, their reporting responsibilities, how to handle reports of sex discrimination with a trauma-informed approach and campus resources. Likewise, any individual involved in investigating or adjudicating issues of sex discrimination undergoes training prior to engaging in such responsibilities. Trainings are conducted by the Title IX Coordinator, in collaboration with other experts versed in sex discrimination issues.

## **Obtaining Information Concerning Registered Sex Offenders**

The following website provides law enforcement agency information provided by the state of Kentucky concerning registered sex offenders: <http://kspsor.state.ky.us/>

## **Missing Persons**

Missing persons (students) should be immediately reported to the Vice President for Student Life/Dean of Students at (502) 863-8004. Students may designate missing person emergency contact information through the MyGC Portal. Following confirmation that a student has been missing for more than 24 hours, the Vice President for Student Life/Dean of Students will contact authorities and others as deemed appropriate. Reports of missing persons will be immediately referred to Georgetown College Campus Safety and/or the Georgetown Police Department.

To report a missing person, please contact:

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Email</b>
Dan Brown	Director, Campus Safety	502-863-7035	Dan_Brown@georgetowncollege.edu
Mike Brown	Director, Orientation & Student Accountability	502-863-8371	Michael_Brown@georgetowncollege.edu
Laura Wyly	Dean of Students	502-863-7969	Laura_Wyly@georgetowncollege.edu

## **Whistleblower Protection & Anti-Retaliation**

Georgetown College is committed to protecting the safety, and when appropriate the confidentiality of persons reporting crimes included in this report.

## **Emergency Response Plan**

1. Information about a potential campus emergency should be communicated to Student Life
2. Student Life will notify the **President** (or designee – see bottom of page)
3. The President will make the determination to declare a state of emergency and inform:
  - a. **Student Life** who will:
    - i. Use the RAVE system to send Emergency Texts and Campus Emails
    - ii. Contact Campus Safety with the instruction to
      1. Run the emergency siren
      2. Communicate with Georgetown Police Department
      3. Send out emergency notification over radios to notify Facilities and Building Services
      4. Configure plan for dispatch/student worker
    - iii. Send a voice alert message through the TV cable system  
***Depending on the time of day in which the emergency occurs, Student Life will also:***
    - iv. Contact **Athletics** (Mon-Sun: 8am-9pm) who will:
      1. Contact the trainers for athletic practices taking place. Trainers will alert athletes practicing
  - b. **Communications** who will confer with the President and consider/implement use of:
    - i. Social media (Facebook, Twitter, website)
    - ii. Parent communication via email
    - iii. Any necessary communication with the media

### Response Notes:

- Faculty/Staff will follow directives of emergency notification (such as barricade, lock doors, etc)
- Faculty/Staff may choose to use provided Allen wrenches to secure panic hardware on exterior doors. Allen wrenches are located along the doorframe of each exterior door. Campus Safety will also provide Allen wrenches to any member of the College community who requests one.
- Athletics should commence response procedures immediately upon receiving emergency text. They do not need to wait for the call from Student Life.
- Facilities and Building Services follow general emergency directives and use personal judgment in securing buildings, etc. It may benefit college safety most by staying in the building you are in and securing that.



# CAMPUS EMERGENCY SITUATIONS

## QUICK REFERENCE GUIDE

### FIRES

#### EVACUATE

- Activate the alarm
- When fire alarm is activated, evacuation is mandatory
- Call for help—dial 911
- Warn others
- Evacuate immediately at the nearest exit
- Evacuate to an area that does not impede responders
- Assist persons with disabilities, if possible
- DO NOT USE ELEVATORS
- Do not re-enter the building until authorized by Campus Safety or Fire Department Officials

### ACTIVE SHOOTER

#### IF INSIDE

- If advised or aware of an active shooter incident, immediately seek shelter in nearest room
- Lock and **BARRICADE** doors to protect yourself and others inside a room
- Do not leave your room until authorized by Campus Safety or Law Enforcement Officials. The exception to this rule is if you are in greater danger staying in the room/building than trying to escape

#### IF OUTSIDE

- If advised or aware of an active shooter incident, run in the opposite direction of the sound of gunfire. If in a room where barricading is NOT an option exit the room/ building immediately in the safest known direction away from the sound of gunfire.

### HAZARDOUS MATERIALS

#### SHELTER IN PLACE

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close and lock all windows, exterior doors, and any opening to the outside, seal bottom of doors with towels or clothes (and windows if possible) (wet if possible)
- If possible, move to an interior room above ground floor with fewest windows, close vents or turn off A/C
- Do not leave the building until authorized by Campus Safety or Public Safety officials

### TORNADO WARNING

#### GO TO DESIGNATED TORNADO SHELTER

- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter in nearest facility (or if no shelter is available lie flat in a ditch facedown covering your face)

- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doors
- All Clear will be announced over the local TV and radio stations or expiration of the initial National Weather Service warning DO NOT LEAVE UNTIL the All Clear is given

**FOR ANY EMERGENCY: CALL 911**

#### NON EMERGENCY PHONE #s:

Georgetown/ Scott County Dispatch Center: 502-863-7820  
Georgetown Police: 502-863-7826 Sheriff: 502-863-7855  
Georgetown Fire: 502-863-7833  
Georgetown/ Scott County Emergency Mgt/ Homeland Security: Day- 502-863-7848 Night- 502-863-7820  
Georgetown/ Scott County EMS: 502-863-7841  
Campus Safety: 502-863-8111 or Ext. 8111

#### How you will be notified...

(Our emergency warning notification system)

- All-Hazards Emergency Warning sirens:  
(Continuous – See Tornado – Shelter in Place)  
(Pulsating – See Shooter - Lockdown)
- Fire alarms:  
(Evacuate the building)
- Email: An e-mail may be sent to all people with a [georgetowncollege.edu](mailto:georgetowncollege.edu) address
- Text messaging:  
Georgetown College faculty, staff and students may sign up via the Georgetown College website to receive an emergency notification text message
- Webpage: The home page ([www.georgetowncollege.edu](http://www.georgetowncollege.edu)) is the focal point for all campus-related emergencies
- Residence Life: College residences have procedures for alerting people in individual halls via their resident assistants, phones, and signage
- Local Media: The College works with the news media, radio, TV, newspapers, and Internet, to help spread the word
- Facebook: Individuals can sign up for a Facebook account ([www.facebook.com/GeorgetownCollege](http://www.facebook.com/GeorgetownCollege)) and join the Emergency Notification Group

## Definitions of Crimes

The following are definitions of crimes under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and are included in this report. These definitions come from the Federal Bureau of Investigation's "Uniform Crime Reporting" (UCR).

- a. Murder & Non-Negligent Manslaughter -- The willful killing of one human being by another.
- b. Negligent Manslaughter -- The killing of another person through gross negligence.
- c. Robbery -- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- d. 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.)
- e. Burglary -- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- f. Motor Vehicle Theft -- The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- g. 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.
- h. Arrests for Weapon Law Violations -- The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- i. Arrests for Drug Abuse Violations -- Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics and dangerous nonnarcotic drugs
- j. Arrests for Liquor Law Violations -- The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- k. Disciplinary Referrals for Weapon Law Violations
- l. Disciplinary Referrals for Drug Abuse Violations
- m. Disciplinary Referrals for Liquor Law Violations

n. Hate Crimes

o. Sex Offenses

- (i) Forcible -- Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- (ii) Sex Offenses-Nonforcible -- Unlawful, nonforcible sexual intercourse.
  - 1. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - 2. Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.<sup>1</sup>

p. Domestic Violence --

- (i) Felony or misdemeanor crimes of violence committed –
  - 1. By a current or former spouse or intimate partner of the victim;
  - 2. By a person whom the victim shares a child in common;
  - 3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - 4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - 5. By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:

**As used in KRS 403.715 to 403.785:**

- (9) "Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of unmarried couple;
- (10) "Family member" means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;
- (11) "Global positioning monitoring system" means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violated the individual's body; and

---

<sup>1</sup> 34 C.F.R. Part 668, Appendix E to Part 668.47.

(12) “Member of an unmarried couple” means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.

q. Dating Violence - Violence committed by a person

- (i) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- (ii) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- I. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- II. Dating violence does not include acts covered under the definition of domestic violence.

The Commonwealth of Kentucky currently does not have any laws regarding Dating Violence.

r. Stalking –

- (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - 1. Fear for the person’s safety or the safety of others; or
  - 2. Suffer substantial emotional distress.

(ii) For the purposes of this definition –

- 1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- 2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
- 3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

In the Commonwealth of Kentucky, Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to – fear for the person’s safety or the safety of others; or suffer emotional distress. KRS Chapter 506 has the following listed statutes for Stalking:

**508.140 Stalking in the first degree.**

- (1) A person is guilty of stalking in the first degree,
  - (a) When he intentionally:
    - 1. Stalks another person; and

2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

- d) Sexual contact as defined in KRS 510.010;
- e) Serious physical injury; or
- f) Death; and

(b) 1. A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or

2. A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or

3. The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or

4. The act or acts committed while the defendant had a deadly weapon on or about his person.

(2) Stalking in the first degree is a Class D felony.

#### **508.150 Stalking in the second degree**

(1) A person is guilty of stalking in the second degree when he intentionally:

(a) Stalks another person; and

(b) Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

- 1. Sexual contact as defined in KRS 510.010;
- 2. Physical injury; or
- 3. Death

(2) Stalking in the second degree is a Class A misdemeanor.

## **Crime Statistics**

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Georgetown College has compiled the following crime statistics. The college encourages every member of the college community to review this report so that each may be informed as to the means of preventing and reporting campus crime. The following report was compiled from 2013 calendar year statistics.

Under this law, institutions must include in its crime statistics all crimes listed below occurring on or within its Clery geography that are reported to a campus security authority for purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). (34 C.F.R. Part 668(c)(2)(i))

A reported crime may not be withheld, or subsequently removed, from an institution’s crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar noncampus official(34 C.F.R. Part 668(c)(2)(ii))

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report. (34 C.F.R. Part 668(c)(2)(iii))

<b>Crime Statistics Reporting Table</b>					
<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Murder/Non-Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Non Forcible	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Forcible	2011	1	1	0	0
	2012	3	2	0	0
	2013	1	1	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

Aggravated Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	6	1	0	0
	2012	22	14	0	0
	2013	7	6	0	0
Motor Vehicle Theft	2011	0	0	0	0
	2012	1	0	0	1
	2013	1	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crime: Simple Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crime: Larceny-Theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crime: Intimidation	2011	0	1	0	1
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crime: Destruction/damage/vandalism	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2011	0	0	0	0
	2012	1	1	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	1	0	0	1
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	18	18	0	1
	2012	12	12	0	0
	2013	11	11	0	0
Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	1	0	0	0
	2013	1	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	99	99	0	0
	2012	116	116	0	0
	2013	80	80	0	0
Domestic Violence	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Dating Violence	2011	0	0	0	0

	2012	0	0	0	0
	2013	0	0	0	0
Stalking	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

<b>Hate Crime Statistics</b>			
<b>2011</b>			
	On-Campus	Non-Campus Building/Property	Public Property
Race	2	0	0
Gender	0	0	0
Gender Identity	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Disability	0	0	0
<b>2012</b>			
	On-Campus	Non-Campus Building/Property	Public Property
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Disability	0	0	0
<b>2013</b>			
	On-Campus	Non-Campus Building/Property	Public Property
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Disability	0	0	0

## **Fire Safety**

### **Fire Evacuation Plan**

Campus Safety's main priority is the safety of our students. All buildings on campus are monitored 24 hours a day, 7 days a week. A fire panel, in the Campus Safety office pinpoints the exact location of a fire alarm which has been activated. Campus Safety immediately dispatches an officer and/or the Georgetown Fire Department to the location of the alarm. Fire alarms should always be taken seriously. You should follow your evacuation plan, moving calmly and quickly to the exit. Do not remain in the building during an alarm or return to the building without the consent of a Georgetown College official.

Every residence hall room has a copy of the fire evacuation route posted by the door. If room does not have a plan posted contact the Campus Safety Office immediately.

### **Fire Prevention Policies**

- Residence hall occupants should keep the stairwells, hallways and exits free of clutter.
- Do not unplug or cover your smoke detector.
- Do not falsely pull or tamper with fire alarms or fire safety equipment.
- Smoking is prohibited in any building on campus.
- Smoking is only allowed in designated areas.
- Candles are not allowed in residence halls even if only used for décor and you do not intend on burning them.
- Do not overload the outlets, power strips and extension cords.
- Replace all frayed or cracked cords.
- All power strips must be equipped with a surge protector
- Do not attach power strips to each other.
- Report any missing ceiling tiles, discharged fire extinguishers, broken or uncovered electrical outlets, fire doors which do not properly close due to broken hardware, or lights that are out in the hallway and stairwells.
- Be Safe /Be Smart/Be Prepared.
- Know your evacuation plan.
- Know two ways to exit a building.
- Practice your plan.
- Count the number of doors and landmarks between you and your exit.
- Report any possible fire hazards to Campus Safety immediately.

### **Fire Suppression System**

Buildings on Georgetown College's campus are not equipped with Fire Suppression Systems, with the exception of the Phi Mu residence hall, which does have a suppression system. Residents in all on-campus residence facilities (excluding Phi Mu) sign a waiver stating they are aware that the buildings do not contain

fire suppression systems. Students are required to sign a waiver each year during the residence hall move-in process.

## **Fire Extinguishers and Fire Alarms**

Students caught tampering with fire safety equipment or activating the fire systems will be subject to the College's disciplinary process. The Fire Department may also pursue criminal charges to the full extent of the law. It is important that everyone understand each time an alarm is activated, a report is given to the State Fire Marshal, and they may wish to pursue criminal charges themselves. Our intent is not to charge anyone; however, we must work to keep each and every person on campus as safe as possible and if charging someone is required, then we must do what is necessary to continue to keep all persons safe.

## **Criminal Violations (Misdemeanor or Felony charges)**

Violations of the fire code in the residence halls include:

1. Covering or removing smoke detectors that prevents activation
2. Pulling a fire alarm in a false and malicious manner or falsely reporting an incident
3. Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector
4. Playing with or discharging a fire extinguisher in a non-emergency situation

First violation:

- a. \$100 fine
- b. warning or suspension from one semester of housing
- c. incident reported to local and state fire department

Second violation:

- a. \$300 fine
- b. removed from housing for one semester
- c. letter to parents
- d. incident reported to local and state fire department

Third violation:

- a. \$500 fine
- b. one semester suspension from school
- c. incident reported to local and state fire department

## **Code Violations**

1. Appliances with exposed heating elements: (i.e. hot plates/George Forman grilles/toasters/toaster ovens/coffee makers, etc.)
2. Extension cords – (power strips with surge protectors are approved)
3. Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
4. Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
5. Propped stairwell doors

6. Items left in the hallways and stairwells
7. Approved electrical appliances/devices placed beneath a bed
8. Tampering or penetration of the surface of the ceiling
9. Beds less than 36 inches from the ceiling
10. Smoking in residence halls
11. Candles in college buildings

### **College Policy Violations**

1. Halogen lights and portable heaters
2. Use of non-college approved beds. Lofts and loft-like structures are not approved
3. Candles, incense, lanterns or similar “open flame” receptacles

Safety Inspections are completed monthly in the Residence Halls by Residence Life staff. Georgetown College or the appropriate authorities reserve the right to remove all potential fire hazards in any residence halls. It is our hope that the College and community will work together to ensure that all of these regulations are enforced.

## Fire Report

The following statistics were compiled from 2013 data regarding fires that occurred on Georgetown College's campus.

Name of Facility	2011			2012			2013		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Anderson Hall	0	0	0	1	0	0	0	0	0
Knight Hall	0	0	0	0	0	0	0	0	0
AGD	1	0	0	0	0	0	0	0	0
Flowers Hall	0	0	0	0	0	0	0	0	0
Phi Tau	1	0	0	0	0	0	2	0	0
Phi Mu	0	0	0	0	0	0	0	0	0
Pierce Hall	0	0	0	0	0	0	0	0	0
Kappa Alpha	0	0	0	0	0	0	0	0	0
Kappa Delta	0	0	0	0	0	0	0	0	0
Lambda Chi	1	0	0	1	0	0	0	0	0
Collier Hall	0	0	0	0	0	0	0	0	0
Pi Kappa Alpha	0	0	0	0	0	0	0	0	0
Sigma Kappa	0	0	0	0	0	0	0	0	0
Allen Hall	0	0	0	0	0	0	0	0	0
President's House Association	0	0	0	0	0	0	0	0	0
Apt.s 1	0	0	0	0	0	0	0	0	0
Apt.s 2	0	0	0	0	0	0	0	0	0
Apt.s 3	0	0	0	0	0	0	0	0	0
Apt.s 4	0	0	0	0	0	0	0	0	0
Townhouse 1	0	0	0	0	0	0			
Townhouse 2	0	0	0	0	0	0			
Townhouse 3	0	0	0	0	0	0			
Townhouse 4	0	0	0	0	0	0			
Military House	0	0	0	0	0	0			
Rucker Apts.	0	0	0	0	0	0	0	0	0
Hambrick Apartments	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>