

Cottey College

2026 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Campus Safety Act. It provides students and employees of Cottey College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

The comprisal of this report was done with the guidance of Cottey College's attorneys at Husch Blackwell.

Policy for Preparing the Annual Report

This report is prepared by the Manager of Safety, Security, and Clery in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Manager of Safety, Security, and Clery - 1000 W. Austin Blvd. Nevada, MO. 64772. The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The Cottey Security Department is responsible for campus safety at the College.

Members of the Cottey Security Department are not commissioned law enforcement officers. They do not have the authority to make arrests, however the Manager of Safety, Security, and Clery has been designated to carry a firearm. The Cottey Security Department patrols only Cottey College properties.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with all local law enforcement agencies (Nevada Police Department and Vernon County Sheriff's Office).

Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Manager of Safety | Safety | Security at Mike Shuster - mshuster@cottey.edu
- Director of Campus and Residence Life at Meghan Vincent - mvincent@cottey.edu
- Vice President for Student Life and Enrollment at Landon Adams - ladams@cottey.edu
- Coordinator for Residence Life, Meredith Friedrichsen at mfriedrichsen@cottey.edu

Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

CAMPUS AND COMMUNITY RESOURCES FOR REPORTING EMERGENCIES AND CRIMES

Safety is everyone's responsibility. If any situation causes you to feel unsafe or become concerned for the safety of others, take appropriate steps to provide for your safety and the safety of others, and tell someone. Contact Campus Security. Campus Security is located in the Physical Plant at Cottey College, behind P.E.O. Hall. If you believe you have information related to a crime, you are also encouraged to contact the Nevada Police Department in addition to notifying Campus Security.

Four emergency call stations are located on Campus: one near Hinkhouse Center and the Robertson Hall parking lot, one between the Chapel and Reeves Hall, one south of the Library near the Rubie Burton Academic Center, and one on the north side of campus, near the entrance to the Judy and Glenn Rogers Fine Arts Building. The speaker on the pole acts as a telephone and calls go directly to the 911 dispatcher, and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. Stay and report details only if it is safe for you to do so. A blue light also begins flashing and can only be turned off by Campus Security personnel. A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.

Students and employees may report nonemergency situations by contacting Campus Security at extension 2222 or 417- 448-4139.

Potential criminal activity, suspicious activity, and nonemergency situations on College property should be reported in a timely manner to Campus Security, located in the Physical Plant, in person or by telephone to campus ext. 2222, or by calling (417)-448-4139. Potential criminal activity may also be reported directly to the Nevada Police Department, 120 S. Ash St., by calling 911, or for non-emergencies by calling (417) 448-5100.

If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing [911](#).

Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a University staff member will assist in making the report to police.

Anonymous incident reports can also be made [by contacting to the Nevada, MO. Police Department to report an incident and asking to remain anonymous.](#)

Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the Cottey College's sexual misconduct policy, when an employee who is a mandated reporter becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College encourages its professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for

inclusion in the annual report of crime statistics. The College does not have pastoral counselors.

Security of and Access to Campus Facilities

All academic buildings are secured during the evenings and weekends. Access to the buildings is only allowed for faculty/staff members and students who are accompanied by faculty/staff members. The residence halls are locked at midnight each night by Residence Hall staff members. Security staff perform random “walk-throughs” in residence halls throughout each shift. The officers also perform vehicle patrols of parking lots and surrounding areas.

The majority of campus facilities are secured through a keycard system. Employees and students are issued a keycard/ID to use the system. The keycard is referred to as a Comet Card on campus. The Cottey campus is on Comet Card access except for Main Hall and some buildings during special events. Main Hall has two entrances open to the public 8 a.m.-5 p.m., Monday-Friday, except holidays. The front door entrance to Main Hall is located on the east side of the building and the handicap-accessible entrance located on the west side of the building is unlocked for public access. Generally, all administrative offices are open 8 a.m.-5 p.m. Monday-Friday except holidays. Comet Card (keycard hours) are listed in Appendix II of this Handbook.

Campus residence halls are accessible only by Comet Card 24/7. Students can gain access to all three residence halls 24 hours a day with their Comet Cards. Security cameras are strategically located across campus and create recordings. Security cameras at the main entrances of each residence hall are monitored by the student receptionist, when on duty.

To maintain security, lost Comet Cards should be reported immediately to the assistant to the vice president for student life at ext. 2126 from any campus phone or call 417-667-8181, ext. 2126.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to non-students and do not leave them unattended.
- Do not give access codes to anyone who does not belong to the campus community.

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations in the Maintenance of Facilities

The Cottey College Security staff works with the campus Maintenance Department to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

Security Awareness and Crime Prevention Programs

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is providing education about personal and community safety to students and employees. The College emphasizes eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of both primary prevention and education programs for new students and employees and ongoing prevention and awareness programs and efforts for students and employees at Cottey College:

1. Escort Program – Campus security personnel provide an escort service, particularly during the hours of darkness, for those walking on campus. Call campus security at ext. 2222 from any campus phone or 417-448-4139.
2. Fire and tornado drills are conducted during the first six weeks of each semester to orient students to building evacuation procedures and sheltering in basements or the lowest levels of buildings.
3. Residence hall meetings – hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system, the keycard system, and the visitation sign-in procedures.
4. Bystander Intervention Program – resident assistants, peer listeners, orientation leaders, and student-athletes receive training at the beginning of the year in bystander intervention

techniques. Bystander intervention tips may be included in periodic issues of the Cottey Connection, on social media, and in hall stalls. Tips include safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.

5. Campaigns and presentations to promote substance abuse prevention are conducted through staff from the Student Wellness Center, PEP programming, and student wellness programming.

6. Student wellness programming promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.

7. Security cameras are located at the entrances to all campus buildings and in the parking lots.

8. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.

Cottey students and employees are urged to practice personal safety habits both on- and off-campus which may reduce their risk of becoming a victim. Students should avoid walking in areas that are poorly lit and never walk alone at night. The College encourages students (especially suitemates) to look out for each other and to involve campus authorities when the safety of a student is of concern.

Larceny occurs on every campus and is one of the most preventable crimes. Students are encouraged to lock their doors when outside their suite. A personal inventory sheet is also available to list items of value, including a description and serial numbers, which are then kept by the hall director.

All students are urged to use campus lots for parking as a means of preventing vandalism and theft. Students are required to display a free parking permit. Cars should be locked and should not contain valuables.

Students should report any thefts or acts of vandalism. Theft and incident reports are available from hall staff. Students should also report more serious acts to the Nevada Police Department. All crime prevention and security awareness programs encourage students and employees to be responsible for their security and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved and are advised to call campus security to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 417-667-6333, ext: 2155 or ext: 2292 from any campus phone.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

Cottey College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the College's activities, unless it is done so in accordance with applicable College policies, and it also enforces the state's underage drinking laws.

Alcoholic beverages of any kind are prohibited on College property (including cars and B.I.L. Hill) and in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited). Students found in violation of this policy through the consumption, possession, or distribution of alcohol are subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever deemed appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages; who become disruptive due to alcohol consumption; and who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The Vice President for Student Life and Enrollment will maintain a record of any parental disclosures that will be provided to the student involved, upon request. The possession of empty alcohol containers is prohibited, and students will be subject to disciplinary action. (Also see "Drug-Free Schools and Communities Act Amendments of 1989" and "Counseling Office and Services" elsewhere in this handbook.)

Cottey College also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the College's activities. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Illicit and synthetic drugs (i.e., possession, use, or distribution of controlled substances without a doctor's prescription) are prohibited on campus. Possession of drug paraphernalia, including hookahs, is also prohibited. Anyone found guilty of violating this regulation may be dismissed from Campus. Those found responsible for selling drugs will be dismissed. Use, possession, sale, manufacture, or distribution of any drug (or drug paraphernalia) in either refined or crude form, including synthetic substances, unless under the direction of a licensed physician or as expressly permitted by law, is a Major Violation subject to the Major Violation Grievance Procedure. As a matter of policy, the College also notifies and involves local law enforcement authorities in all situations where a violation of Missouri or federal laws governing controlled substances appears to have occurred. Pursuant to FERPA, the College may also notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved upon request (also see "Drug- Free Schools and Communities Act Amendments of 1989" in this section of the handbook and "Alcohol/Drug Abuse Treatment Program" in Section 1).

Federal Drug Laws (updated 08.3.2026)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at <https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties>.

Drug and Alcohol State Laws

Category	Summary (Missouri Revised Statutes)
Possession of Marijuana	Statutorily, marijuana remains a Schedule I controlled substance. Mo. Rev. Stat. § 195.017.2(5)(ff). Possession for personal use of 10 grams or less, for a first offense, is a class D misdemeanor with a maximum fine of \$500. §§ 579.015(4), 558.002(1)(5). For a second offense, the charge elevates to a class A misdemeanor with a maximum fine of \$2,000 and up to one year in jail. §§ 579.015(4), 558.002(1)(2), 558.011(1)(6). It is also a class A misdemeanor to possess more than ten grams but thirty-five grams or less of marijuana or synthetic cannabinoid. § 579.015(3). Possessing more than 35 grams is a class D felony with a maximum fine of \$10,000 and up to 7 years in jail. §§ 579.015(2), 558.002.1(2), 558.011.1(4). The delivery of 35 grams or less of marijuana constitutes a class E felony, punishable by imprisonment for up to four years and a fine of up to \$10,000. §§ 579.020, 558.002.1(1), 558.011.1(5). Notwithstanding the foregoing, and subject to limitations, individuals over the age of twenty-one may purchase, possess, deliver without consideration, and consume up to 3 ounces of dried marijuana. Mo. Const. art. XIV § 2. Medical marijuana for certain conditions is allowed, and up to six ounces may be purchased every 30 days. Mo. Const. art. XIV § 1.
Controlled Substances	Missouri statutes cover a wide range of offenses related to the possession and delivery of controlled substances. Mo. Rev. Stat. §§ 579.015–579.088. Knowing possession of a controlled substance, except thirty-five grams or

Category	Summary (Missouri Revised Statutes)
	less of marijuana, is a class D felony, with a term of up to seven years imprisonment and a fine up to \$10,000. §§ 579.015, 558.011. Delivery of a controlled substance other than 35 grams or less of marijuana is a class C felony, resulting in a prison term of not less than 3 years and not more than 10 years, and a fine up to \$10,000. §§ 579.020(2), 558.002, 558.011. If a controlled substance is distributed or delivered within one thousand feet of a park designed for public recreation purposes or on public housing property, or within two thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, or on any school bus, the charge elevates to a class A felony, resulting in imprisonment between 10 to 30 years, or life imprisonment. §§ 579.030, 558.011. The offense of manufacturing or attempting to manufacture any amount of a controlled substance, except thirty-five grams or less of marijuana or synthetic cannabinoid, is a class C felony. § 579.055. Possessing, purchasing, or bringing into the state large quantities of controlled substances, also known as trafficking, can result in severe penalties, which vary depending on the substance and quantity involved. §§ 579.065, 579.068. It is also unlawful to possess drug paraphernalia, which is generally a class D misdemeanor. § 579.074.
Alcohol and Minors	In Missouri, it is illegal for anyone under the age of 21 to possess, purchase, or attempt to purchase any intoxicating liquor; a first violation is a class D misdemeanor carrying a fine not to exceed \$500. Mo. Rev. Stat. §§ 311.325, 558.002. A subsequent violation is a class A misdemeanor, subject to a term of up to one year in jail and a fine not to exceed \$2,000. <i>Id.</i>; § 558.011(6). Anyone between the ages of 17 and 21 who represents that they have attained the age of 21 for the purpose of obtaining intoxicating liquor is guilty of a misdemeanor. § 311.320(1). The use of a fake identification is a misdemeanor and subjects the offender to a \$500 fine. § 311.320(2). Additionally, any person (except for the parent or guardian of a person under twenty-one) who procures for, sells, gives away or otherwise supplies intoxicating liquor to any person under the age of twenty-one years is guilty of a misdemeanor. § 311.310.
Driving Under the Influence (DUI)	A person is guilty of a DUI if the person operates a vehicle while having a blood alcohol concentration of 0.08 percent or more or while in an intoxicated condition. Mo. Rev. Stat. § 577.012, 577.010. A first offense is generally a class B misdemeanor, punishable by a fine of up to \$1,000 and imprisonment for up to six months. §§ 577.012, 577.010, 558.002, 558.011. If the offender qualifies as a prior offender, the offense constitutes a class A misdemeanor. §§ 577.012, 577.010. Penalties may increase depending on the circumstances of the offense and the presence of prior offenses. <i>Id.</i>

Drug and Alcohol Abuse Prevention Program

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal 62 program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Cottey's prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with the use of alcohol and other drugs. Also included is information regarding Campus and community resources for assistance with alcohol and other drug-related problems. A complete description of these topics, as provided in Cottey College's annual notification to students and employees and the biannual review is available online at: <https://cotey.edu/wp-content/uploads/2022/09/Drug-and-alcohol-policy-final-draft-for-2022-2023.pdf>

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Federal Law: Violence Against Women Act (VAWA) Crime Categories Additions Domestic Violence: : chrome-extension://efaidnbmnnnibpcajpcglefindmkaj/https://cotey.edu/wp-content/uploads/2024/10/ASR-2022-24-U_compressed.pdf

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Missouri Revised Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.
Domestic Violence	Missouri's protective order statutes provide the following definitions (Mo. Rev. Stat. § 455.010): • “Abuse”, includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner. • “Domestic violence” is abuse or stalking committed by a family or household member. • “Family” or “household member”, [includes] spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time. In addition, Missouri criminal statutes include various degrees of the crime “Domestic Assault,” as follows: • Domestic Assault, First Degree (Mo. Rev. Stat. § 565.072): A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term “domestic victim” is defined under section 565.002. ◦ Mo Rev. Stat. § 565.002(6) indicates that a “domestic victim” is a household or family member as the term “family” or “household member” is defined in 455.010, including any child who is a member of the household or family. • Domestic Assault in the Second Degree (Mo. Rev. Stat. § 565.073): A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and he or she: (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or (2) Recklessly causes serious physical injury to such domestic victim; or (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon. • Domestic Assault, Third Degree (Mo. Rev. Stat. § 565.074): A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes

Crime Type (Missouri Revised Statutes)	Definitions
	physical pain or illness to a domestic victim, as the term “domestic victim” is defined under section 565.002. Domestic Assault in the Fourth Degree (Mo. Rev. Stat. § 565.076): A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and: (1) The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim; (2) With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument; (3) The person purposely places such domestic victim in apprehension of immediate physical injury by any means; (4) The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim; (5) The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or (6) The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices or transportation for the purpose of isolation.
Stalking	Stalking, First Degree (Mo. Rev. Stat. § 565.225): A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and: (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or (5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or (6) At any time during the course of conduct, the other person is a participant of

Crime Type (Missouri Revised Statutes)	Definitions
	the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person. • Stalking, Second Degree (Mo. Rev. Stat. § 565.227.1): A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person. • As used in the definitions of stalking above, the term “disturbs” shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
Sexual Assault	The institution has determined, based on good-faith research, that Missouri's criminal statutes do not define the term sexual assault. However, Missouri's protective order statutes indicate that “sexual assault” means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent. (Mo. Rev. Stat. § 455.010(1)(f)).
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows: • Rape in the First Degree (Mo. Rev. Stat. § 566.030): A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. • Rape in the Second Degree (Mo. Rev. Stat. § 566.031): A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent. • Fondling: The institution has determined, based on good-faith research, that Missouri law does not define the term fondling. Instead, Missouri's sexual offense framework uses the term "sexual contact", covering conduct that is essentially equivalent to fondling. RSMo § 566.010(6) defines "sexual contact" as "any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing, or causing semen, seminal fluid, or other ejaculate to come into contact with another person, for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim.”

Crime Type (Missouri Revised Statutes)	Definitions
	• Incest (Mo. Rev. Stat. § 568.020): A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her: (1) Ancestor or descendant by blood or adoption; or (2) Stepchild, while the marriage creating that relationship exists; or (3) Brother or sister of the whole or half-blood; or (4) Uncle, aunt, nephew or niece of the whole blood. • Statutory Rape, First Degree (Mo. Rev. Stat. § 566.032): A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age. • Statutory Rape, Second Degree (Mo. Rev. Stat. § 566.034): A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
Other “sexual assault” crimes	Other crimes under Missouri law that may be classified as a “sexual assault” include the following: • Sodomy in the First Degree (Mo. Rev. Stat. § 566.060): A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. • Sodomy in the Second Degree (Mo. Rev. Stat. § 566.061): A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent. • Statutory Sodomy, First Degree (Mo. Rev. Stat. § 566.062): A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen (14) years of age. • Statutory Sodomy, Second Degree (Mo. Rev. Stat. § 566.064): A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age. • Child Molestation, First Degree (Mo. Rev. Stat. § 566.067): A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen (14)

Crime Type (Missouri Revised Statutes)	Definitions
	years of age to sexual contact and the offense is an aggravated sexual offense. • Child Molestation, Second Degree (Mo. Rev. Stat. § 566.068): A person commits the offense of child molestation in the second degree if he or she: (1) Subjects a child who is less than twelve years of age to sexual contact; or (2) Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense. • Child Molestation, Third Degree (Mo. Rev. Stat. § 566.069): A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact. • Child Molestation, Fourth Degree (Mo. Rev. Stat. § 566.071): A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact. • Sexual Misconduct Involving a Child (Mo. Rev. Stat. § 566.083): A person commits the offense of sexual misconduct involving a child if such person: (1) Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child; (2) Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child; (3) Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or (4) Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child. • Sexual Misconduct, First Degree (Mo. Rev. Stat. § 566.093): A person commits the offense of sexual misconduct in the first degree if such person: (1) Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm; (2) Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or (3) Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person. • Second Degree Sexual Misconduct (Mo. Rev. Stat. § 566.095): A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.

Crime Type (Missouri Revised Statutes)	Definitions
	• Sexual Abuse in the First Degree (Mo. Rev. Stat. § 566.100): A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. • Sexual Abuse, Second Degree (Mo. Rev. Stat. § 566.101): A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.
Consent (as it relates to sexual activity) (Mo. Rev. Stat. § 556.061(14))	Consent or lack of consent may be expressed or implied. Assent does not constitute consent if: (a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or (b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or (c) It is induced by force, duress or deception.

College Definition of Consent

The College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Consent is: freely given, knowing, and voluntary agreement to engage in a specific activity or conduct.

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Cottey to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Cottey’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Risk Reduction

REDUCING THE RISK OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

VAWA defines “risk reduction” as the “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.”

The following are tips to promote your safety. However, always remember that victims are in no way responsible for their abuse or assault—only the perpetrator is responsible. (Taken from Rape, Abuse, & Incest National Network, www.rainn.org and the Simmons College Annual Security and Fire Safety Report, 2015).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.

6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.

7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.

9. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.

13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort, without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well and going to throw up,

having somewhere else that you need to be, etc.

15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you have to find a way out of a situation where someone is pressuring you, or if something happens that you didn't consent to, it is not your fault. Take care of yourself, and know you're not alone.

Learn more about staying safe and protecting your friends through these links:

- Steps You Can Take to Prevent Sexual Assault
- What Consent Looks like
- Alcohol Safety

To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800-656-HOPE (4673) or chat online at online.rainn.org.

Bystander Intervention

Bystander Intervention

VAWA defines bystander intervention as “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.”

Be an intervener! Stop these incidents before they occur and talk to your friends about it so that they will intervene as well!

1. Notices the Incident

Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.

2. Interpret incident as an emergency

Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance.

3. Assume Responsibility

Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.

4. Attempts to Help

- Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
- The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.
- Educate yourself about interpersonal violence AND share this info with friends.
- Confront friends who make excuses for other people's abusive behavior Speak up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening in a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone in a non-judgmental way
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Create a distraction to allow for an escape
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than to react to them after the fact. A primary vehicle for accomplishing this goal is providing education about personal and community safety to students and employees. The College places an emphasis on eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of both primary prevention and education programs for new students and employees and ongoing prevention and awareness programs and efforts for students and employees at Cottey College:

1. Escort Program – Campus Security provides an escort service, particularly during the hours of darkness, for those walking on campus. Call Campus Security at ext. 2222, or at (417) 448-1448.
2. New Student Orientation - A peer theater presentation includes scenarios to increase awareness and prevention of sexual violence, substance abuse, eating disorders and other serious issues that college students face. Students are introduced to campus resources and personnel who can provide assistance. Returning students are also included in this annual presentation.
3. Residence Hall Presentations by the Community Oriented Policing Services (C.O.P.S.)—the C.O.P.S. officer from the Nevada Police Department makes a crime prevention and safety presentation, and answers any question students have in each residence hall early in each semester.
4. Residence Hall Meetings – Hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system and the keycard system, and the visitation sign in procedures.
5. Sexual Violence and Intimate Partner Violence Awareness, Education, and Prevention – information is provided at New Student Orientation, and throughout the year through the Office of Student Life, Counseling, the Student Wellness Program and by various student groups and organizations focusing on awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Prevention material is distributed through the Student Life Center. Prevention campaigns are conducted throughout the year through the use of bookmarks, posters and through information shared in the Cottey Connection, the weekly electronic newsletter distributed to students and employees.
6. Bystander Intervention Program—resident assistants and peer listeners receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips are included in periodic issues of the Cottey Connection & Student Health 101, and include safe and positive options for bystander intervention that may be carried out by an individual to

prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.

7. Peer Listeners and Resident Assistants are each responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.

8. Campaigns and presentations to promote substance abuse prevention are conducted through BACCHUS (Boosting Alcohol Consciousness Concerning the Health of College Students), the Counseling Office, and the Student Wellness Program.

9. The Student Wellness Program promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.

10. Security cameras are located at the entrances to all campus buildings and in the parking lots.

11. Information about sexual harassment and sexual assault is contained in the Student Handbook that is available online and is distributed annually to all students and employees by email. Title IX coordinators for students and employees are available to meet with students or employees who have questions about the policy or who wish to make an informal or formal complaint.

12. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking you should report the incident promptly to the Title IX Coordinator, Kelly Irvin, Main Hall, Room 113, kirvin@cotey.edu, 417-667-8181 ext. 2103, by calling, writing, or coming into the office to report in person and Cottey Security (417-448-1448)(if the victim so desires). Reports of all domestic violence, dating violence, sexual assault, and stalking made to Cottey Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by

campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Nevada Regional Medical Center Vernon 800 S Ash St, Nevada, MO 64772 417-667-3355.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Cottey College Security 417-448-4139
- Nevada Police Department 120 S Ash St, Nevada, MO 64772 417-448-5100
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Missouri, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: <http://www.courts.mo.gov/page.jsp?id=533>.

A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, for up to 15 days, until a court hearing, and (2) Full Orders of Protection, which may be issued for up to one year. Additional information about the orders may be found at: <http://www.courts.mo.gov/file.jsp?id=69655>.

- A Petition for Order of Protection should be filed for in the 16th Circuit of Jackson County's Kansas City Courthouse. The address is: 415 E. 12th Street, Kansas City, Missouri 64106. The phone number is 816-881-3971. More information is available here: <https://www.16thcircuit.org/domestic-violence>.

- Information about obtaining an Order of Protection in Jackson County can be found here: https://www.16thcircuit.org/Data/Sites/1/media/Civil_Records/booklet-16.pdf.
- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: <http://www.courts.mo.gov/file.jsp?id=537>. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

- The Kansas City Missouri Police Department provides advocates for victims of domestic violence through their Victim Services Office. The KCPD is located at: 1125 Locust, Kansas City, Mo. 64106. The Victim Advocate phone number is: 816-234-5205. More information may be found at: <https://kcpd.org/crime/victim-resources/domestic-violence/>.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

College Resources

General services and referrals - Kimberly Cunningham
kcunningham@cottey.edu - 417-667-8181 EXT: 2157

Mental Health / Counseling / Victim Advocacy / Referral - Kimberly Cunningham
Counseling Office
kcunningham@cottey.edu - 417-667-8181 EXT: 2157

Victim Advocacy - Counseling and referral - Kimberly Cunningham Counseling Office
kcunningham@cottey.edu - 417-667-8181 EXT: 2157

Legal Assistance - Referral to local providers - Landon Adams (Office of Student Life)
ladams@cottey.edu 417-667-8181 EXT: 2126

Visa and Immigration Assistance - General services and support - Jodi
Ahmedou (International Education Coordinator)
jahmedou@cottey.edu - 417-667-8181 EXT: 2132

Student Financial Aid / General assistance - Hannah Masters (Office of Financial Aid)
hmasters@cottey.edu - 417-667-8181 EXT: 2190

Other General Assistance - Mike Shuster (Manager of Safety, Security, and Clery)
mshuster@cottey.edu - 417-667-8181 EXT: 2292

Off Campus - Mental Health / Counseling / Victim Advocacy / Legal Assistance / Visa & Immigration Assistance Counseling Resources

Health - Nevada Regional Medical Center 800 S Ash St, Nevada, MO 64772 - 417-667-3355

Health - Vernon County Health Dept. 301 N Washington St, Nevada, MO 64772 - 417-667-7418

Mental Health - Valerie Barnhart (Counselor) - 807 Gulf ST. Lamar, MO. - 417-667-1768

Mental Health - Nevada Mental Health - 815 S Ash St, Nevada, MO. 64772 - 417-667-8352

Mental Health - Uwill Online Telecounseling - www.uwill.com - 833-646-1526

Counseling - Valerie Barnhart - 807 Gulf ST. Lamar, MO. - 417-667-1768

Counseling - Moss House (Domestic Violence) - 415 N Main St, Nevada, MO.
64772 - 417-667-7171

Counseling - Compass Health - 830 Mac Blvd, Nevada, MO. 64772 - 844-853-8937

Counseling - Uwill Online Telecounseling - www.uwill.com - 833-646-1526

Victim Advocacy - Crime Victim Assistance (Vernon County Prosecutor's Office) - 417-667-4862

Legal Assistance - General Legal Aid Services - Legal Aid of Western Missouri - 4001 Dr. Martin Luther King, Jr. Blvd., Suite 300 Kansas City, MO. - 816-474-6750

Visa / Immigration Assistance - General Legal Aid Services - Legal Aid of Western Missouri - 4001 Dr. Martin Luther King, Jr. Blvd., Suite 300 Kansas City, MO. - 816-474-6750

Student Financial Aid / Federal Student Aid - U.S. Department of Education - 800-433-3243

National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>

- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator. The Title IX Coordinator for Cottey College can be reached at (email): kirvin@cottey.edu and phone number **417-667-8181 EXT: 2103**. Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

COTTEY COMMUNITY MEMBERS ACCUSED OF SEXUAL HARASSMENT TO INCLUDE: DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND

STALKING FALL WITHIN THE PROHIBITED BEHAVIOR/MAJOR VIOLATIONS
SECTION OF THE STUDENT HANDBOOK, APPLICABLE EMPLOYEE
HANDBOOKS, AND THE COTTEY TITLE IX POLICY (WITHIN LIMITATIONS
IDENTIFIED THEREIN)

1. How to File a Disciplinary Complaint Under this Policy

- Any member of the Cottey community, including faculty, staff, and students may file a formal complaint against another community member who has or is allegedly violating a rule. Complaint procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the Title IX Coordinator.

A. A formal complaint will be made to the Title IX Coordinator. The initial report can be made through a mandatory reporter, who is mandated to provide that information to the Title IX Coordinator. Individuals filing a formal complaint may not discuss the case prior to the hearing with any member of the disciplinary board.

B. The complaint document must be signed by the person filing the formal complaint, must state who allegedly violated the rule, and must describe the alleged violation.

C. Reports can also be made online, using the reporting form posted at: **Title IX Online Report Form**. Anonymous reports are accepted but can give rise to a need to investigate. Cottey tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Cottey respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the complainant is largely in control and should not fear a loss of privacy by making a report that allows Cottey to discuss and/or provide supportive measures.

How the College Determines Whether This Policy will be Used:

The College will thoroughly and promptly investigate all claims of Sexual Harassment to include: Domestic Violence, Dating Violence, Sexual Assault and Stalking. If an initial assessment, by the Title IX Coordinator, indicates that a violation has occurred and it meets the criteria for going forward the College will take prompt, corrective action as is appropriate. Complaints are kept as confidential as possible, and procedures supervised by the Title IX Coordinator. Specific details of the process can be located at: Cottey Title IX Policy

2. Steps in the Disciplinary Process

- Initial complaint submitted, reviewed, and assessed (0 to 5 days)
- B.** Determination as to options available (0 to 10 days)
 - Disciplinary Conference
 - Informal Procedures (Mediation)
 - Judicial Board Hearing
- C.** Written Notice of the Investigations and Allegations (NOIA)
- D.** Investigation (normally completed within 30 days)
- E.** Notice of Hearing (no later than 10 business days prior to hearing)
- F.** Process A (0 to 90 days)

Title IX Coordinator

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Deputy Title IX Coordinator

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Any student or employee who believes that they may be the victim of sexual harassment (including sexual assault, domestic violence, dating violence, and stalking) may bring the matter to the attention of the Director of Human Resources, who is the Title IX Coordinator. You may also contact the manager of Safety, Security, and Clery and a Title IX Deputy Coordinator or the vice president for Student Life and a Title IX Deputy Coordinator (for students). You may also report to the assistant vice president for Academic Affairs and a Title IX Deputy Coordinator, absent a conflict of interest. The College will conduct a prompt, fair, and impartial internal investigation and resolution. All portions of the process will be conducted by officials who receive annual training on; issues related to sexual harassment, that includes domestic violence, dating violence, sexual assault, and stalking; how to conduct an investigation and hearing process that protects the safety of victims/complainants and promotes accountability; and who do not have a conflict of interest or bias for or against any involved party. A detailed description of the entire Title IX grievance procedure process can be found by following this link: <https://cottey.edu/title-ix-policies/> .

Adjudication of Violations

The College's disciplinary proceedings will include a prompt, fair, and impartial process from the initial investigation to the final resolution result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to all parties involved. Usually, the resolution of sexual harassment, to include domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 to 90 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to both parties of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained (in Bystander Intervention, Preventing Sexual Violence, and Workplace discrimination/harassment by using an online training portal by Vector Solutions), annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the both parties and promotes accountability.

Furthermore, each policy provides that: In charges of sexual assault, domestic violence, dating violence or stalking as a violation of the sexual harassment policy, the complainant(s) and the respondent(s) will; have the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, including legal counsel. The College will not limit the choice of advisor or presence for either party in any meeting or institutional disciplinary proceeding. An advisor will: consult and advise their advisee, not speak for the advisee at any meeting or hearing, can address the hearing panel if requested by a panel member, cross examine any witness during the hearing, be given timely notices of meetings at which one or the other or both may be present. Both parties will be simultaneously informed in writing of any initial, interim and final decision of the outcome of the disciplinary process alleging sexual assault, domestic violence, dating violence, or stalking, and the procedure for appeal. Where an appeal is permitted under the applicable policy, the parties will be notified simultaneously in writing, of the procedures for the parties to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, all parties will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved. A more detailed explanation of the role of the advisor can be located at: [Cottey Title IX Policy](#)

The proceedings will be completed in a reasonably prompt time frame. The involved parties, and the appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present.

The College uses the preponderance of evidence standard in internal disciplinary hearings related to sexual harassment, sexual violence and stalking. Both parties have the right to appeal the results of the institutional disciplinary proceedings.

Allegations of Misconduct by a College Employee

If the alleged misconduct by an employee, both parties will be entitled to the same basic rights, protections, and procedures explained above. In charges of sexual assault, domestic violence, dating violence, or stalking this will include the right to a prompt, fair, and impartial investigation and resolution, the right to present witnesses and evidence, the right to have an advisor of choice present at any pre-hearing meetings/hearing, including legal counsel, the right of cross examination (by the advisor) of all witnesses, the right to simultaneous written notification of the outcome of any hearing, and the right to appeal. Any hearing, however, will be an administrative hearing in front of the appropriate College vice president. If allegations are made against a faculty member, the vice president for Academic Affairs will hear the evidence and decide the outcome. If allegations are made against another College employee, the vice president for Administration and Finance will hear the evidence and decide the outcome. Allegations against a College employee will not be heard by the Title IX Student Hearing Board. Sanctions for employees found to be in violation may

include a range or combination of sanctions including an oral warning, a written warning, and mandated participation in the employee assistance program, suspension with or without pay, up to and including termination. The appropriate disciplinary response will be determined on a case-by-case basis at the sole discretion of the College.

Regardless of against whom allegations are made, all victims can be assured the College will work with them to promptly and equitably resolve their issues and that in no instance will any student or employee be retaliated against for bringing an issue to either The Title IX Coordinator or another College employee.

Student Hearing Board

Composition and Purpose

The vice president for Student Life/Title IX Coordinator for students will appoint the College's Title IX Student Hearing Board. The board will be composed of selected trained professional faculty and staff members who serve in the Cottey College Disciplinary System. The vice president for Student Life or their designee will serve as the chair of the board.

Formal Adjudication by the Board

A hearing before the board is the formal adjudication of a complaint of discrimination, harassment, or sexual harassment (including, but not limited to, sexual assault, domestic violence, dating violence, or stalking) made by a student or employee against a student. The board will seek to encourage an open exchange of information within the rules of confidentiality articulated in these procedures. While the board's procedures are designed to ensure due process for the parties involved, the board is not bound by the rules of criminal or civil procedure that govern judicial proceedings in court. A finding of responsibility must be supported by a "preponderance of the evidence." A "preponderance of the evidence" means that it is more likely than not that the accused student is responsible for committing the act or acts complained of.

See the Cottey College Student Handbook for a description of the formal disciplinary hearing process. The hearing procedures that are outlined in the Cottey College Student Handbook will generally apply, with the following exceptions:

1. Timelines: The timelines outlined will be amended to allow for a maximum of 30 days to conduct a formal investigation.

2. Questioning: The advisor, for either party, or the hearing board members may ask questions of hearing participants/witnesses.

3. Appeals: Either the accused or the complainant may appeal the board's decision by notifying The Title IX Coordinator in writing within (3) school days of the date of the board's decision. See the appeals process outlined in the Cottey College Student Handbook.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as the definition of sexual harassment; the scope of the University's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard .
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Possible Sanctions Student

- Verbal or written warning
- Restitution
- Fines
- Community Service
- Loss of Privileges
- Confiscation of Property
- Behavioral Requirement
- Education Program
- Restriction of Visitation Privileges
- Housing Probation, Reassignment, Suspension, or Expulsion
- Eligibility Restriction
- Cottey College Suspension or Expulsion
- Loss of Confidentiality in Disciplinary Sanctions
- Creative sanctions (including participation in relevant educational programs, writing a research paper, or participation in a mental health evaluation with subsequent counseling if recommended).

Possible Sanctions Employee

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion (employees other than faculty.)
- Transfer
- Reassignment
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources • Suspension with pay
- Suspension without pay
- Termination using the appropriate procedure as outlined in the relevant employee Handbook or Manual.
- Other Actions: In addition to or in place of the above sanctions/responsive actions, Cottey may assign any other responsive actions as deemed appropriate.

Range of Protective Measures Available to a Victim Alleging Misconduct

Regardless of whether a complainant elects to pursue a Title IX complaint, criminal complaint, or whether the offense is alleged to have occurred on or off campus, the College

will assist victims of sexual harassment to include: sexual assault, domestic violence, dating violence, and stalking. If reasonably available, a victim may be offered:

1. Transfer to a different section of a class
2. Withdraw and take a class at another time
3. Moving to a different room or residence hall
4. Change of work hours
5. Change parking location
6. Safety escort
7. Issuance of a No Contact Order
8. Trespassing warning
9. Separate waiting area during hearing
10. Victim can also apply for an order of protection with the Vernon County Court at no cost

Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Manager of Safety / Security / Clery - Mike Shuster at mshuster@cottey.edu. State registry of sex offender information may be accessed at the following

link: <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Timely Warnings & Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Mike Shuster - Manager of Safety, Security, and Clery constitutes a serious

or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Manager of Safety / Security / Clery, mshuster@cottey.edu

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Response

Emergency Response

Cottey College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The University has communicated with local police requesting their cooperation in informing the Cottey College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Manager of Saety, Security, and Clery at 417-448-4139 of any emergency or potentially dangerous situation.

Timely Warnings

These Campus wide notices contain available pertinent facts about the incident, withhold the names of victims as confidential, and contain relevant tips that will aid in the prevention of similar occurrences. A “**timely warning**” is generally distributed as soon as possible after a Campus Security Authority receives a report or information about a crime. “Timely warnings” may also be posted in electronic form as a bulletin for the campus community on the Web Board. The Web Board can be accessed immediately on the Cottey Intranet, by all students, faculty, and staff at http://rock.cotey.edu/admin_comp/webpages/ . Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS

In the event of a crime or incident being reported to have occurred, within the Cottey College Clery Geography (On Campus, Public Property and Non-campus property), that in the professional judgment of the manager of safety, the director of the physical plant or their designee, and/or the vice president for student life or their designee, considers a serious or

continuing threat to members of the campus community, a campus wide “**timely warning**” will be issued through the College email system to students, faculty, and staff. The vice president of student life, in conjunction with the manager of safety, the Office of Public Information and/or the business office, will collaborate to issue a “**timely warning**”. Timely Warning Notices are typically written and distributed by the Vice President of Student Life and Enrollment, or their designee.

The Campus Security Authority, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Vice President for Communications and Strategic Initiatives • Marketing will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of Randon Coffey, the Cottey College's Vice President for Communications and Strategic Initiatives & Marketing will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
https://cottey.edu/emergency/	

Testing & Documentation

TESTING AND PRACTICING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Cottey conducts announced and unannounced drills and exercises each year and tests of the emergency notification systems on Campus as well conducting follow-through activities designed for assessment and evaluation of emergency plans, systems, and capabilities. Emergency evacuation practice for all residence halls and student housing is tested annually early in both the fall and spring semesters, as a fire drill. Hall residents are oriented to the blue and white Campus Emergency Procedures at an all hall

meeting. The flip chart is posted in each suite and in all areas of Campus, and is online at www.cotey.edu/emergency, and is contained herein. Building evacuations may be ordered by personnel depending upon the nature of the emergency or signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. The designated areas of assembly for each campus building are listed above, and can be found in the campus Emergency Procedures flipchart, and online at www.cotey.edu/emergency. The Emergency Notification System (requires enrollment), emails, and web information coordinated through the Office of Marketing, as well as direct communication through Student Life, residence hall staff, and Physical Plant/Campus Security are utilized to communicate emergency response and evacuation plans to students and staff.

During the calendar year 2023, the campus practiced residence hall fire evacuations in each of the three residence halls within the first six weeks of both the fall and spring semesters. The fire drills in the residence halls were scheduled and unannounced and contained a drill to test the fire alert system, student and staff response to evacuate the buildings, to report to the designated areas of assembly, and to be accounted for. The drill also tested the coordination of the response of Student Life, residence hall staff, Campus Security, and the physical plant. Follow through activities were conducted with all residents following the drill explaining the drill and the importance of fire safety. A follow up email was also sent soliciting comments regarding the drill and the outcome. Participant feedback was used to assess the emergency fire and evacuation plan, and to gather recommendations for improvements. The drills were successful in achieving the goal of a safe and orderly evacuation and reassembly of residents in the designated areas of assembly, taking into account the diverse needs of all residents. The drill also demonstrated the ability of staff to conduct a coordinated response, in which each person involved understood her/his role and responsibility in evacuating residents from the residence halls.

Residence hall staff, food service staff, housekeeping, Campus Security and the Physical Plant participate in an annual fire safety training and response exercise conducted by the Nevada Fire Department. Participants are given hands on practice in the safe use of fire extinguishers as a first response to small fires.

To promote a campus wide tornado/severe storm warning system all students and staff are asked to place the Red Cross Emergency App on their phones in addition to monitoring radio/TV/internet sources for severe weather information. The city of Nevada also utilizes warning sirens with one located to the northwest and another to the south of the College.

During the calendar year 2023, the campus practiced one tornado drill involving all campus buildings, one in the first six weeks of the fall semester, and one following spring break. The tornado drill were scheduled and unannounced, and contained a drill to test the student and staff response to shelter in the basement in a safe and efficient manner, and to be accounted for and remain in the shelter area until the all clear notice was given. The drill also tested the coordination of the response of Student Life and residence hall staff. Participant feedback and staff debriefing was used to assess and evaluate the tornado evacuation/shelter plan, and to

gather suggestions for improvement. The drill was successful in achieving the goal of a safe and orderly evacuation and reassembly of residents to the basements of each residence hall, taking into account the diverse needs of all residents. The drill also demonstrated the ability of staff to conduct a coordinated response, in which each person involved understood her role and responsibility in evacuating residents to the basement in case of a tornado/or severe storm.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The Cottey College publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

The Manager of Safety / Security / Clery maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

Stop Campus Hazing Policy and Programming

A person commits the offense of hazing if they knowingly participate in or causes a willful act, occurring on- or off-campus, directed against a student or a prospective member of any organization that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Consent is not a defense of hazing. Examples of hazing include

- Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or forced smoking or chewing of tobacco products; or
- Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any political subdivision in this state.
- Other acts of hazing include but are not limited to, personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; inappropriate or illegal quests, treasure hunts, scavenger hunts (such as theft of specified items), road trips, or any other such activities; wearing apparel publicly that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work

sessions that interfere with scholastic activities; threatening a person with social or other ostracism; encouraging consumption of alcoholic beverages or drugs; and any other activities not consistent with the mission statement of this institution.

Missouri's anti-hazing law, Section 578.365, defines hazing as a "willful act, occurring on or off the property of any public or private college or university, directed against a student or a prospective member of an organization" that "recklessly endangers the mental or physical health or safety" of the student or prospective member. The purpose of the hazing must be "for the purpose of initiation or admission into or continued membership in any such organization." Consent is not a defense to hazing. Hazing is a class A misdemeanor in the state of Missouri, unless the act "creates a substantial risk to the life of the student or prospective member," in which case it is a class D felony.

General

Cottey has established a Major Violation Grievance Procedure to supplement certain College Policies, which designate the Major Violation Grievance Procedure as the appropriate process for evaluating allegations of prohibited behavior (other than sex- or gender-based misconduct) against students, faculty, and staff. This policy may also be used to assist in the general resolution of grievances not covered by specific policies. Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment, will be treated according to the procedures outlined in Section 6.

Administrative Hearing

With the permission of the vice president for student life and enrollment or a designee, a student willing to accept responsibility for the alleged behavior may request an administrative hearing in lieu of a hearing before a disciplinary board. The purpose of the conference is to gather relevant information to guide the development of disciplinary sanctions. The hearing will be conducted by the vice president for student life and enrollment or a designee and will include only the involved student(s).

Informal Resolution

An informal resolution may be reached at any point during the information-gathering phase of the Major Violation Grievance Procedure. An informal resolution is an agreement between the respondent, complainant, and the vice president for student life and enrollment or a designee. An informal resolution may come as the result of mediation between the parties or could be developed and agreed upon without the parties ever participating in mediation. An informal resolution is not an admission of responsibility by the respondent, and thus there is no finding of responsibility. The only exception would be if the informal resolution reached between parties includes a stipulation that the respondent admits responsibility.

Judicial Board

The Judicial Board is co-chaired by the vice president for student life and enrollment and the Student Government Association (SGA) vice president. The vice president for student life and enrollment is a non-voting member of the board whose role is to assist the SGA vice president in presiding over the disciplinary process and hearing. The Judicial Board's voting members include two students, one faculty member, and one administrative professional. In the event of an evenly split vote, the SGA vice president is responsible for casting the final vote.

Mediation

Mediation is encouraged as an alternative means to resolve most disciplinary cases. The vice president for student life and enrollment or a designee shall inform complainants and accused students in writing about the availability of mediation resources, including resources offered by state or local agencies. The vice president or a designee, in the exercise of their discretion, may decline to process a non-academic complaint and make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the vice president for student life and enrollment or a designee.

Procedure

Any member of the Cottey community, including faculty, staff, and students, may file a grievance against a student who has violated or is allegedly violating the Cottey College Code of Conduct. A grievance must be filed within ten business days of the alleged violation or, in some circumstances, within ten business days of the discovery of said violation. Grievance procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the vice president for student life and enrollment or the director of campus and residence life. Those looking to bring attention to a violation may access the grievance form on the MyCottey Student Life tab, contact the vice president for student life and enrollment or the director of campus and residence life via their Cottey email address, or schedule a meeting to discuss the violation. When necessary, the vice president for student life and enrollment may also initiate a grievance after becoming aware of a possible Code of Conduct violation.

Following the receipt and initial review of a grievance, the vice president for student life and enrollment may pursue one of the following options. If necessary, the vice president for student life and enrollment may meet with the complainant to gather additional information prior to determining a course of action.

1. Initiate the process for review of an alleged Major Violation.
2. Redirect the grievance into a more appropriate procedure (for example, complaints pertaining to Title IX, academic dishonesty, or that are more appropriately handled through the community violation procedure, etc.)
3. Dismiss the grievance either because the totality of the allegation does not constitute a sanction-worthy offense or the complaint is retaliatory in nature.
4. Require the involved parties to attempt to resolve the matter through mediation or informal resolution prior to the disciplinary process.

The vice president for student life and enrollment or a designee will review the grievance and, at their discretion, may allow a student who accepts responsibility for the alleged behavior to request a disciplinary administrative hearing. All other grievances will be resolved through informal resolution between parties or a formal resolution through a Judicial Board hearing.

1. The vice president for student life and enrollment or a designee will initiate the Major Violation Grievance Procedure by notifying the respondent that a grievance has been filed.
2. The vice president for student life and enrollment, or a designee, will then serve as the investigator and begin the information-gathering phase by meeting with the respondent. During the meeting and throughout the information-gathering phase, the vice president for student life and enrollment or a designee will assess the appropriateness of pursuing an informal resolution between parties or offering the respondent an administrative hearing (see prior information regarding these outcomes).
 1. *Please note*—while an informal resolution must be agreed upon between the complainant, respondent, and vice president for student life and enrollment or designee, an administrative hearing only requires the acceptance of the respondent following the determination by the vice president for student life and enrollment or a designee that it is appropriate given the nature of the grievance. Either an informal resolution or an administrative hearing ends the disciplinary process. There is no appeal or further action available regarding the grievance following that point.
3. Following the initial intake meeting for the respondent, the investigator (vice president for student life and enrollment or a designee) will continue the information-gathering phase of the investigation. During this period, the responsibility falls on each party to provide a statement, any other relevant information, and the names and contact information of any parties with relevant information. When providing the names of parties with relevant information, parties should also articulate why they believe the individual can contribute to the investigative process. The investigator will reach out to parties with relevant information to gather their statements for review.
 1. *Please note*—character statements are not deemed to be pieces of relevant information during a Major Violation proceeding and thus will not be accepted during the investigative process or during a Judicial Board hearing.
4. Following the information-gathering phase of the process, the vice president for student life and enrollment or a designee will determine whether the grievance warrants a hearing based on the additional information gathered.
 1. Does the misconduct or alleged misconduct fall within the scope of the Major Violation policy?
 2. If the allegation is true, does it rise to the level of a conduct violation, which could warrant sanctions?
5. Judicial Board members will review all materials gathered by the investigator. If a member of the Judicial Board seeks further clarity on any piece of information,
 1. The investigator follows up on the piece of information or party with relevant information to gather additional clarity or

2. Asks the party with relevant information to be available for questions during the Judicial Board hearing.
6. The vice president for student life and enrollment or a designee will schedule the hearing. The respondent and complainant will both be notified of the hearing time, date, and location.
7. Individuals present at the hearing will be the board, the complainant, the respondent, and the parties with relevant information who have been summoned by the vice president for student life and enrollment or a designee. Students may not be represented by attorneys during hearings; however, prior consultation may be advisable if subsequent criminal prosecution appears likely.
8. The purpose of the Judicial Board hearing is to provide a fair evaluation of a respondent's responsibility for violating College policies. Formal rules of evidence shall not be applied, nor shall deviations from outlined procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.
9. Following the Judicial Board hearing, the Board will determine whether a finding of "responsible" or "not responsible" will be determined based on the facts presented at the hearing. If multiple violations are reviewed, then it is possible that a respondent may be found responsible for one part of the grievance and not responsible for another.
10. The vice president for student life and enrollment or a designee will promptly notify the student in writing following the Judicial Board's determination. The notification will include whether the respondent was deemed "responsible" or "not responsible," as well as any sanctions.
11. The imposition of all sanctions will be deferred during the pendency of the appeal process, unless, at the discretion of the vice president for student life and enrollment or a designee, the continued presence of the student on the campus poses a substantial threat to oneself or others or the stability and continuance of normal College functions.
12. The accused student has the right to appeal by submitting a written notice of appeal, listing the reason(s) for the appeal, to the President of the College. The President's decision is final. The President may delegate the authority to make the final decision on any appeal to another member of the College's administrative staff. The appeal must be submitted within three days following the determination notification provided by the vice president for student life and enrollment or a designee. The following will be considered grounds for appeal:
 1. A procedural error or irregularity that substantively affected the outcome of the judicial process,
 2. New evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the judicial process, or
 3. The belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process.
13. Upon review of the basis for appeal, the appeal officer may
 1. Deny the basis for appeal, thereby affirming the finding and the sanction originally determined or
 2. Upon review of the hearing records
 1. Affirm the finding and original sanction or
 2. Affirm the finding and modify the sanction; or
 3. Dismiss the case

14. Grievances filed near the end of a semester need to be handled expeditiously. Time available for preparing a defense and appeals may be abbreviated as necessary.
15. Following the conclusion of the appeal period or appeal review, should the respondent submit an appeal, the vice president for student life and enrollment will notify the complainant whether the respondent was found to be responsible or not responsible. Should the complainant be the victim of the Major Violation, the complainant may also be informed of the status of the students in regard to their enrollment, residency, or other safety measures that have been put into place.

Hazing Prevention and Awareness Program

The institution provides prevention and awareness programming related to hazing (insert frequency and methods of training, such as computer modules, in person, brochures, etc.). The community is reminded that hazing is prohibited and is provided information regarding how to file a report how reports of hazing are investigated and information regarding local, state and tribal laws on hazing.

In addition, the institution provides research-informed programming for students and employees that covers a wide range of information designed to stop hazing before it occurs. It includes information regarding bystander intervention, such as how to take steps to watch out for those around you, as well as information regarding ethical leadership. Community members are also provided information regarding how to strengthen group ties without engaging in hazing behavior.

Hazing State Laws

Summary (Code of Missouri)
1. In Missouri, the hazing law may be cited as “Danny's Law”. 2. A person commits the offense of hazing if he or she knowingly, actively, and not under duress participates in, solicits another person to participate in, or causes or plans a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member, current member, or former member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member, current member, or former member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include: a. Any activity which recklessly endangers the physical health or safety of the student or prospective member, current member, or former member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;

Summary (Code of Missouri)

- b. Any activity which recklessly endangers the mental health of the student or prospective member, current member, or former member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
 - c. Any activity that requires the student or prospective member, current member, or former member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.
- 3. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.
- 4. Nothing in this section shall be interpreted as creating a new private cause of action against any educational institution.
- 5. Consent is not a defense to hazing. § 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.
- 6. The offense of hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.
- 7. A person shall not be guilty of the offense of hazing if the person establishes all of the following:
 - a. That he was present at an event where, as a result of hazing, a person appeared to be in need of immediate medical assistance;
 - b. That he was the first person to call 911 or campus security to report the need for immediate medical assistance;
 - c. That he provided his own name, the address where immediate medical assistance was needed, and a description of the medical issue to the 911 operator or campus security at the time of the call; and
 - d. That he remained at the scene with the person in need of immediate medical assistance until medical assistance, law enforcement, or campus security arrived and that he cooperated with such personnel on the scene.
- 8. Notwithstanding the above to the contrary, a person shall be immune from prosecution under this section if the person establishes that the person rendered aid to the hazing victim before medical assistance, law enforcement, or campus security arrived on the scene of the hazing event. For purposes of this subsection, the term “aid” includes, but is not limited to, rendering cardiopulmonary resuscitation to the victim, clearing an airway for the victim to breathe, using a defibrillator to assist the victim, or rendering any other assistance to the victim that the person intended in good faith to stabilize or improve the victim's condition while waiting for medical assistance, law enforcement, or campus security to arrive.
- 9. For purposes of this section, the term “former member” means a person who is no longer affiliated with the chapter of the organization operating under the sanction of the public or private college or university, but who may be affiliated with the national chapter of the organization. Mo. Rev. Stat. § 578.365.

Missing Student Policy

Cottey College is a safe, education-oriented and community-minded Campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the Campus community. Cottey College is concerned for the safety and well-being of its students and employees. Cottey College will cooperate with authorities in the enforcement of all applicable laws.

Students who live on Campus are urged to let their roommate and suitemates know of their whereabouts if they leave the Campus. Students who live on Campus who are believed to be missing for 24 hours should be reported to the Vice President for Student Life and Enrollment at ext. 2121 or 417-448-7466; the Director of Campus and Residence Life at ext. 2104 or at 701-610-3054; or the P.E.O. Hall Director at ext. 3050 or 417-448-9787; the Reeves Hall Director at ext. 4050 or 417-448-4168; or the Robertson Hall Director at ext. 5050 or 417-684-5555; or to Campus Security at ext. 2222 or 417-448-1448 as soon as possible. Any reports of a missing person to anyone other than Campus Security must be referred immediately to Campus Security.

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing. Every student who resides in on-campus housing will be informed that they have the option annually to identify a confidential individual to be contacted by the College in the event that the student is determined missing in accordance with the procedures outlined below. Students are advised that their contact information will be registered confidentially, and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

At the beginning of each academic year, the Office of Student Life will inform students residing in on-campus housing that Cottey will notify an individual selected by the student, not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students 18 years of age and older have the option of identifying an individual to be contacted by Cottey College not later than 24 hours after the time the student has been determined to be missing.
- Students can register this confidential contact information through the Office of the manager of Safety at the beginning of each semester. The Office of the manager of Safety, located in the Hinkhouse Center, is open weekdays 8 a.m. to 5 p.m. You may also register by logging into your My Cottey account, then Forms, then to Missing Person Contact Form. Complete the form and hit the Submit button. The completed form will be recorded in a limited access folder to be opened upon the determination the associated student is a missing person. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.
- Students are advised, for all missing students, Cottey College will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- If Campus Security or law enforcement personnel have been notified and make a determination that a student, who is the subject of a missing person report, has been missing

for more than 24 hours and has not returned to campus, Cottey College will initiate the emergency contact procedures in accordance with the student's designation.

Cottey College will practice the following notification procedure for a missing student who resides in on-campus housing:

- Once Cottey College receives a missing student report via the Office of Student Life, Campus Security, Housing Office, or other source, the following will be notified: Campus Security; the Housing Office; the Office of Student Life.
- Any official missing person report relating to this student shall be referred immediately to Campus Security.
- If Campus Security and Student Life, after investigating the official report, determine the student has been missing for more than 24 hours, Cottey College will contact the individual identified by the student, within twenty-four (24) hours of the determination that the student is missing, the custodial parent or guardian if the student is under 18 and not emancipated, and any other designated contact person within 24 hours.
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Upon notification from any entity that any student living on Campus may be missing, Cottey College may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing Office, the hall director and resident assistants may be asked to assist in physically locating the student by keying into the student's assigned room, or other student room she is believed to be in, and by talking with known associates.
- Campus Security or Student Life officials may key into the student's assigned room, or other student room she is believed to be in, as well as search other on-campus buildings and locations.
- Campus Security or Student Life officials may issue an ID picture to assist in identifying the missing student.
- Student Life officials may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Any faculty or staff may be contacted to seek information on last sighting or other contact information.
- Campus Security may examine card access logs to determine last use of the card and track the card for future uses.
- Campus Security may access vehicle registration information for vehicle location and distribution to authorities.
- Administrative or Academic Computing may be asked to look up email logs for last login and use of Cottey College email system. They may also access the student's personal computer for information about her possible whereabouts or recent contacts.
- Campus Security and Student Life officials may utilize other means to locate the missing student not otherwise specified herein.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If Campus security officials determine that a student for whom a missing person report has been filed has been missing for 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance.

[illegible]

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2025	2024	2023	2025	2024	2023	2025	2024	2023	2025	2024	2023
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hazing	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	0	0

Last year we took 3 townhouses that are not on campus proper (across the street from the main campus) that were used as student housing and designated them as private rental properties, rented to non-students. This brought Cotter to only having 3 student housing facilities as opposed to 4.

Hate crimes:

2025: No hate crimes reported.

2024: No hate crimes reported.

2023: No hate crimes reported.

Crimes unfounded by the College:

2025: 0 unfounded crimes.

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2025: 0 unfounded crimes.

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College's Clery Geography.
- The University was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the College's Clery Geography.
- Certain law enforcement agencies did not comply with the College's request for crime statistics.

Annual Fire Safety Report

Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: Cottey College, 1000 W Austin Blvd, Nevada, MO 64772

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
PEO Hall, 1000 W. Austin Blvd. Nevada, MO.	X		X	X	X		2
Reeves Hall, 1000 W. Austin Blvd. Nevada, MO.	X		X	X	X		2

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Robertson Hall, 1000. W. Austin Blvd. Nevada, MO.	X		X	X	X		2

Policies on Portable Appliances, Smoking and Open Flames

Electrical Appliances

Students may use irons, blenders, hotpots, instant pots, rice cookers, slow cookers, and similar appliances in the kitchenette of their suite. However, appliances with exposed electrical coils are not permitted. Each suite is equipped with a refrigerator and a hotplate, while a TV with cable and a conventional oven are available in each basement recreation room. Personal refrigerators, air conditioners (window or portable), swamp coolers, space heaters, microwave ovens, or other large appliances are not allowed in student rooms or suites unless the student has an approved accommodation.

Candles, Incense, Oil Lamps, and Effusion Lamps

Students are not permitted to possess or use candles, incense, oil lamps, or effusion lamps in the residence halls. This includes using such items for serenades, candle lighting, or other activities, as well as birthday candles on cakes, cookies, or cupcakes. Students may use electric wax melting devices as long as they do not create issues for roommates or suitemates due to their smell or fragrance. These devices should be turned off when the user is not present. No open flames (including birthday candles, scented candles, lanterns, and incense) are allowed in residence halls or any Cottey buildings, except in laboratories and maintenance shops designed for such use, or if authorized by the President or a designee.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

- Feel door from top to bottom. If it is hot, do not proceed; go back.
- Crouch low and open door slowly if door is cool. Close door quickly if smoke is present so you don't inhale it.

- Exit via the nearest stairwell if it is clear. Stay low if smoke conditions exist.
- Go back and try another stairwell if you encounter heavy smoke in a stairwell.
- Report to the designated area of assembly. P.E.O. Hall—Haidee and Allen Wild Center for the Arts; Reeves Hall—Hinkhouse Gym; Robertson Hall—Hinkhouse Gym; College Green—Robertson Hall. Assist hall staff in ensuring all residents are accounted for.

Fire Education and Training Programs

The director of Housing, hall directors, and resident assistants (RAs) receive general fire safety training, including roles and responsibilities of hall staff members and evacuation procedures. Physical Plant personnel participate in annual fire safety training. Residence hall staff, food service staff, housekeeping, Campus Security, and Physical Plant participate in an annual fire safety and response training conducted by the Nevada Fire Department. Participants are given hands-on practice in the safe use of fire extinguishers as a first response to small fires. They are also instructed in general fire safety and home fire safety.

Emergency evacuation practice for residence halls is tested annually early in both the fall and spring semesters as a fire drill. Evacuation is signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. Students residing in Campus townhomes are briefed on procedures as outlined in the Emergency Flip Chart and provided a copy to retain in each townhome. The designated areas of assembly for each campus building are listed above, and can be found in the Campus Emergency Procedures flipchart and online at Emergency Procedures. The Emergency Alert System, and web information coordinated through the Office of Marketing, as well as communication through Student Life and residence hall staff, are utilized to communicate emergency response plans to students and to inform parents of the College's response.

Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Campus Security at 417-448-4139. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements

The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Statistics

Cottey College

2025

Reported Fires

Residential Facility	Total Number Fires
Reeves Hall	1
Robertson Hall	2

Additional Information about Reported Fires

Residential Facility	Cause of Fire(s)	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Reeves Hall	/			
Robertson Hall	/			
Robertson Hall	/			

2024

No fires were reported in 2024.

2023

Reported Fires

Residential Facility	Total Number Fires
Robertson Hall	1
Reeves Hall	2

Additional Information about Reported Fires

Residential Facility	Cause of Fire(s)	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Robertson Hall	/			
Reeves Hall	/			
Reeves Hall	/			