

Butler Community College

2025 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 Butler Community 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 College offers classes at eight campuses in south central Kansas, including its main campus in El Dorado located at 901 S. Haverhill Rd. El Dorado, KS. Besides the main campus, other separate campuses are located at the following sites*:

- Butler Fire Science Emergency Service Training Center located at 2610 W. 6th Ave. El Dorado, KS
- Andover Campus located at 715 E. 13th St., Andover, KS
- Redler Institute of Culinary Arts Campus located at 622 Cloud Ave. Andover, KS
- McConnell Air Force Base Campus located at 53280 Topeka St # 221, McConnell AFB, KS
- Rose Hill Campus located in Rose Hill High School at 712 S Rose Hill Rd, Rose Hill, KS
- Marion Campus located in Marion High School at 701 E. Main, Hill Building, Marion, KS
- Council Grove Campus located at 131 W. Main, Council Grove, KS

*BCC's Wichita Service Center, located at 2626 S. Rock Ste. #116, Wichita, KS provides student services but does not host classes. It is not a separate campus for Clery purposes.

Policy for Preparing the Annual Report

This report is prepared by the Chief of Police 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 email 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 901 S. Haverhill Rd. El Dorado, KS. 67042. 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 Department of Public Safety is responsible for campus safety at the College.

The Department of Public Safety (BCC Police) is comprised of certified police officers and trained public safety personnel that are available 24 hours a day. Under Kansas law, police and public safety officers have jurisdiction over any properties or events that the College owns or operates, as well as the contiguous roadways to BCC campuses, and during any investigative action. They are trained and equipped to respond to and manage police, fire and emergency medical events ranging from minor vehicle accidents to critical weather and crime incidents. BCC Police are State sworn law enforcement officers trained and certified to carry firearms and have full arrest authority.

The College has written agreements with the City of El Dorado Police Department and the City of Andover Police Department and maintains a close working relationship with local police. The memoranda of understanding (MOU) between BCC and the two city police departments establish the geographical scope of BCC Police jurisdiction, as well as the primary law enforcement authority and responsibilities for the BCC Police Department. Both El Dorado Police Department and Andover Police Department respond to any request for service from BCC Police. BCC Police are also authorized law enforcement professionals who are armed with firearms.

For its other separate campuses, BCC has ongoing partnerships with local law enforcement agencies, including local, county (Sheriff's Offices), and state police. In addition, McConnell AFB provides security to BCC staff and students at its secure location, in accordance with its own federal standards, and no BCC Police Officers provide services on-site.

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.

- Bill Rinkenbaugh, Vice-President of Student Services (El Dorado Campus) at 316-322-3297 or brinkenb@butlercc.edu
- Melanie McLemore, Director of Residence Life (El Dorado Campus) at 316-323-6939 or mmclemore2@butlercc.edu
- Matt Trosper, Director of Athletic/Academic Services (El Dorado Campus) at 316-322-3322 or mtrosper@butlercc.edu
- Sherri Conard, Director of First-Year Experience/Title IX Coordinator (Andover Campus) at 316-323-6373 or sconard@butlercc.edu

- Aletra Chaney-Profit, Director of Career Services (Andover/El Dorado Campuses) at 316-322-3294 or achaneyprofit@butlercc.edu
- Erika Gestring, Director of Butler of McConnell (Butler Service Center) at 316-323-6055 or egestring@butlercc.edu
- Amy Kjellin, Director of Butler of Flint Hills/Butler of Marion (Marion and Council Grove Sites) at 316-323-6030 or akjellin@butlercc.edu
- DeAnn Shimp, Director of Advising (Andover Campus) at 316-323-6242 or dshimp@butlercc.edu
- Deborah Reynolds, Lead Advisor (Andover Campus) at 316-323-6062 or dreynolds@butlercc.edu
- Alison Trammell, Assistant Director of Residence Halls/Coord Student Involvement (El Dorado Campus) at 316-323-6939 or atrammell2@butlercc.edu
- Patrick Hall, West Hall Professional (El Dorado Campus) at phall7@butlercc.edu
- Loni Leutner, Associate Dean of Early College Academy (Andover/Rose Hill Campus) at 316-322-3130 or ljensen3@butlercc.edu
- Christopher Williams, Chief of Police/Director of Public Safety (All Butler Campuses) at 316-321-7657 or cwilli10@butlercc.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.

- All crimes occurring on or near college property should be reported immediately to the BCC Police. The number to contact is 911 or BCC Police 24/7 phone number 316-321-7657 and calls will be routed to the closest agency. A dispatcher is available 24/7. 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 College staff member will assist in making the report to police.
- Individuals may also report criminal activity through the GrizzlySAFE app. The free GrizzlySAFE app can be downloaded to smartphones via the Google Play and Apple App stores. Notification through the GrizzlySAFE app is 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 College's Equal Opportunity, Harassment and Nondiscrimination Policy when a full-time employee who is not a confidential resource 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. Part-

time employees are encouraged to do so. 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. Note that all reports to the BCC Police Department or its officers will not remain anonymous. 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 when not in use for educationally related activities. Access to the buildings is only allowed for faculty/staff members and students who are accompanied by faculty/staff members. All buildings on the Andover and El Dorado campuses, including student housing, are patrolled by BCC Police Officers 24-hours a day; buildings are under the supervision of the institutional staff in each building. At all other Butler community sites, an employee of the college or the owner of the facilities is assigned to secure the building according to the scheduled opening and closing hours. Residence Halls are locked at 11:00 PM each night and unlocked at 7:00 AM each day. Students are issued "proxy" pass cards to enter the hall area their rooms are located. The officers also perform vehicle patrols of parking lots and surrounding areas.

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 BCC Police works with the Facilities Management Department, or other building supervisors on-site at separate campuses, 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. This protocol applies to all campuses.

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.

The College provides information each academic year to students and employees regarding the College's security procedures and practices. In addition, current procedures that can be accessed at any time throughout the year in the GrizzlySAFE app. Additional information is provided in the form of brochures and other displays, in student and employee handbooks, email blasts, and embedded within BCC's student portal app, MyButlerCC. Among other things, these advise students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

Crime prevention programs are also presented at Orientation programs annually to faculty, staff and students. Additionally, security policy and procedure information are located in MyButlerCC, and as needed, safety and security notices are presented to students and employees in the app. In the event of a critical incident, relevant information (timely warnings) is announced by the public address system (GrizzlySAFE), and posted on BCC's web page.

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

The 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.

The 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.

Federal Drug Laws (updated 07.18.2025)

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 (Kansas Statutes)
Possession of Marijuana	Possession of marijuana is a Class B nonperson misdemeanor in Kansas with the possibility of up to six months incarceration and a fine of up to \$1,000. Kan. Stat. Ann. §§ 21-5706(c)(3)(A), 21-6602, 21-6611. Penalties increase with additional convictions. §§ 21-5706(c)(3)(B)–(C), 21-6602, 21-6611. Distribution or possession with intent to distribute marijuana is a drug severity level 4 felony for quantities of less than 25 grams. § 21-5705. A Level 4 felony can result in up to 51 months imprisonment. § 21-6805. Kansas does not allow the medical use of marijuana.
Controlled Substances	It is illegal in Kansas to be in possession of a controlled substance. § 21-5706(a)–(b). Penalties vary widely based on the offense and the defendant’s criminal history. §§ 21-5705 – 21-5710. Possession of opiates, opium, or certain stimulants (including methamphetamine) is a Level 5 felony for which a defendant faces up to 3.5 years in prison and \$100,000 in fines. §§ 21-5706(c)(1), 21-6611(a)(3). For certain other drugs, the first offense is a Class A nonperson misdemeanor, with up to a year in prison and up to \$2,500 in fines. Prior offenses result in a Level 5 felony. § 21-5706(c)(2)(B). Possession of drug paraphernalia is a Class B nonperson misdemeanor or a Level 5 felony, depending on how the paraphernalia is used. § 21-5709. Distribution of controlled substances is also illegal, with punishments dependent on the substance and the amount. § 21-5705. Possession of larger quantities of controlled substances results in an inference of an intent to distribute. § 21-5705(e).
Alcohol and Minors	No person under the age of 21 shall possess, consume, obtain, purchase or attempt to obtain or purchase alcoholic beverages. § 41-727. A violation,

Category	Summary (Kansas Statutes)
	for a person aged 18 to 20, constitutes a Class C misdemeanor with a fine of \$200 to \$500 and imprisonment for up to one month. <i>Id.</i> It may also result in 40 hours of community service and/or completion of an educational training program regarding the results of alcohol and other chemical substances. <i>Id.</i> Second convictions result in a 90-day loss of driving privileges. <i>Id.</i> Third convictions result in a one-year loss of driving privileges. <i>Id.</i> Furnishing alcoholic liquor or cereal malt beverage to a minor is a Class B person misdemeanor, punishable by a fine of \$200 to \$1000 and imprisonment for up to 6 months. § 21-5607(c)(1). It is also illegal for any person under the age of 21 to display or have in possession any fictitious or fraudulently altered identification card for use in the purchase of any alcoholic liquor or cereal malt beverage. § 8-1327(c)(4). A first violation constitutes a Class B nonperson misdemeanor with a sentence of not less than 100 hours of public service, up to 6 months imprisonment, and a fine of not less than \$200 nor more than \$500. § 8-1327(d)(1).
Driving Under the Influence (DUI)	It is illegal to operate or attempt to operate a car with a blood alcohol content of 0.08 percent or greater or while under the influence of alcohol or any drug to a degree that renders a person incapable of safely driving a vehicle. § 8-1567(a). A first offense is a Class B nonperson misdemeanor with a minimum imprisonment of 48 consecutive hours up to six months (or 100 hours of public service in the court's discretion) and a fine of \$750–\$1,000. § 8-1567(b)(1)(A). For a second offense, the penalties increase to a Class A nonperson misdemeanor with a term of imprisonment of 90 days to one year and a fine of not less than \$1,250 nor more than \$1,750. § 8-1567(b)(1)(B). It is also unlawful for any person less than 21 years of age to operate or attempt to operate a vehicle with a breath or blood alcohol content of .02 or greater. § 8-1567a(a). For a first offense, the person's driving privileges will be suspended for 30 days and then restricted for an additional 180 days. § 8-1567a(f). It is generally illegal to operate a motor vehicle with an opened alcoholic beverage in your possession. § 8-1599. A violation is a misdemeanor punishable by a fine of not more than \$200 or by imprisonment for not more than six months, or both. <i>Id.</i>

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act (DFSCA), the College has a drug and alcohol abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. For more information, visit <https://www.butlercc.edu/student-experience/student-services/health-counseling/drug-alcohol-prevention>.

To obtain a copy of the biennial review of the College's drug and alcohol abuse prevention program, please contact Crystal Crank, Risk Management and Compliance, Financial Aid Office, Butler Community College, 316-323-6899, ccrank2@butlercc.edu. The annual notification is sent via Butler email to all employees and students.

BCC students pledge through the Honor Code to exercise integrity and responsibility. Through on-campus programs, students are educated about the risks of drug and alcohol use. Student leaders aid in prevention through program planning and policy enforcement (Resident Assistants, Student Government Association, and other student organizations).

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:

- Equal Opportunity, Harassment, Violence and Nondiscrimination Policy: <https://butlercc.edu/title-ix/harassment-nondiscrimination>
- Student Code of Conduct: <https://butlerccedu.sharepoint.com/:w:/s/ButlerPublicDocuments/EbUgeWXgIEVLsmZ76Pt8SZkBam605yYBc4eGUfrgbQyMzw?e=1irtgl>
- Employee Conduct: <https://butlercc.edu/about/offices-services#4257225834-646812572>

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 (Kansas Statutes Annotated)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Kansas law does not define the term dating violence.
Domestic Violence	• Domestic Violence (Kan. Stat. Ann. § 21-5111): “Domestic violence” means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. “Domestic violence” also includes any other crime committed

Crime Type (Kansas Statutes Annotated)	Definitions
	against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. • Domestic Battery (Kan. Stat. Ann. § 21-5414(a)): Domestic battery is (1) Knowingly or recklessly causing bodily harm to a person with whom the offender is involved or has been involved in a dating relationship or a family or household member; or (2) knowingly causing physical contact with a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner. • Aggravated Domestic Battery (Kan. Stat. Ann. § 21-5414(b)): Aggravated domestic battery is: (1) Knowingly impeding the normal breathing or circulation of the blood by applying pressure on the throat, neck or chest of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner; or (2) knowingly impeding the normal breathing or circulation of the blood by blocking the nose or mouth of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner. For purpose of the above definitions: • “Dating relationship” means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable. • “Family or household member” means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and person who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. “Family and household member” also includes a man and woman if the woman is pregnant and the man is the alleged father, regardless of whether they have been married or have lived together at any time.
Stalking (Kan. Stat. Ann. § 21-5427)	• Stalking is: (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's

Crime Type (Kansas Statutes Annotated)	Definitions
	safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear; (2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or (3) After being served with, or otherwise provided notice of any protective order...that prohibits contact with a targeted person, recklessly engaging in at least one act listed [below] that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear; or intentionally engaging in a course of conduct targeted at a specific child under the age of 14 that would cause a reasonable person in the circumstances of the targeted child, or a reasonable person in the circumstances of an immediate family member of such child, to fear for such child's safety. • “Course of conduct” means two or more acts over a period of time, however short, which evidence a continuity of purpose. A course of conduct shall not include constitutionally protected activity nor conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct shall include, but not be limited to, any of the following acts or a combination thereof: (A) Threatening the safety of the targeted person or a member of such person's immediate family; (B) Following, approaching or confronting the targeted person or a member of such person's immediate family; (C) Appearing in close proximity to, or entering the targeted person's residence, place of employment, school or other place where such person can be found, or the residence, place of employment or school of a member of such person's immediate family; (D) Causing damage to the targeted person's residence or property or that of a member of such person's immediate family; (E) Placing an object on the targeted person's property or the property of a member of such person's immediate family, either directly or through a third person; (F) Causing injury to the targeted person's pet or a pet belonging to a member of such person's immediate family; (G) Utilizing any electronic tracking system or acquiring tracking information to determine the targeted person's location, movement or travel patterns; and (H) Any act of communication. • “Immediate Family” means: (A) father, mother, stepparent, child, stepchild, sibling, spouse or grandparent of the targeted person; (B) any person residing in the household of the targeted person; or (C) any person involved in an intimate relationship with the targeted person.

Crime Type (Kansas Statutes Annotated)	Definitions
Sexual Assault	The institution has determined, based on good-faith research, that Kansas law does not define the term sexual assault.
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 Kansas law are as follows: • Rape (Kan. Stat. Ann. § 21-5503): (1) Knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances: (A) When the victim is overcome by force or fear; or (B) when the victim is unconscious or physically powerless; (2) Knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender; (3) sexual intercourse with a child who is under 14 years of age; (4) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or (5) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority. • Fondling: The institution has determined, based on good-faith research, that Kansas law does not define the term fondling. • Incest (Kan. Stat. Ann. § 21-5604(a)): Incest is marriage to or engaging in otherwise lawful sexual intercourse or sodomy, as defined in K.S.A. 21-5501, and amendments thereto, with a person who is 18 or more years of age and who is known to the offender to be related to the offender as any of the following biological relatives: Parent, child, grandparent of any degree, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece. • Aggravated Incest (Kan. Stat. Ann. § 21-5604(b)): Aggravated incest is (1) Marriage to a person who is under 18 years of age and who is known to the offender to be related to the offender as any of the following biological, step or adoptive relatives: Child, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece; or (2) engaging in the following acts with a person who is 16 or more years of age but under 18 years of age and who is known to the offender to be related to the offender as any of the following biological, step or adoptive relatives: Child, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece: (A) Otherwise lawful sexual intercourse or sodomy as defined by K.S.A. 21-5501, and

Crime Type (Kansas Statutes Annotated)	Definitions
	amendments thereto; or (B) any lewd fondling, as described in subsection (a)(1) of K.S.A. 21-5506, and amendments thereto. • Statutory Rape: The institution has determined, based on good-faith research, that Kansas law does not define the term statutory rape. • Pursuant to K.S.A. 21-5501 (a) “Sexual Intercourse” means any penetration of the female sex organ by a finger, the male sex organ or any object. Any penetration, however slight, is sufficient to constitute sexual intercourse. “Sexual intercourse” does not include penetration of the female sex organ by a finger or object in the course of the performance of: (1) Generally recognized health care practices; or (2) a body cavity search conducted in accordance with K.S.A. 22-2520 through 22-2524, and amendments thereto. “Sodomy” means oral contact or oral penetration of the female genitalia or oral contact of the male genitalia; anal penetration, however slight, of a male or female by any body part or object; or oral or anal copulation or sexual intercourse between a person and an animal. (b) “Sodomy” does not include penetration of the anal opening by a finger or object in the course of the performance of: (1) Generally recognized health care practices; or (2) a body cavity search conducted in accordance with K.S.A. 22-2520 through 22-2524, and amendments thereto.
Other “sexual assault” crimes	Other crimes under Kansas law that may be classified as a “sexual assault” include the following: • Criminal Sodomy (Kan. Stat. Ann. § 21-5504(a)): Criminal sodomy is: (1) Sodomy between persons who are 16 or more years of age and members of the same sex* [this provision was found unconstitutional as applied by <i>State v. Franco</i>, 319 P.3d 551 (2014) and thus unenforceable with regard to any intercourse between consenting adults of the same sex conducted in private]; (2) sodomy between a person and an animal; (3) sodomy with a child who is 14 or more years of age but less than 16 years of age; or (4) causing a child 14 or more years of age but less than 16 years of age to engage in sodomy with any person or animal. • Aggravated Criminal Sodomy (Kan. Stat. Ann. § 21-5504(b)): Aggravated criminal sodomy is: (1) Sodomy with a child who is under 14 years of age; (2) causing a child under 14 years of age to engage in sodomy with any person or an animal; or (3) sodomy with a victim who does not consent to the sodomy or causing a victim, without the victim's consent, to engage in sodomy with any person or an animal under any of the following circumstances: (A) When the victim is overcome by force or fear; (B) when the victim is unconscious or physically powerless; or (C) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because

Crime Type (Kansas Statutes Annotated)	Definitions
	of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender. • Sexual Battery (Kan. Stat. Ann. § 21-5505(a)): Sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another. • Aggravated Sexual Battery (Kan. Stat. Ann. § 21-5505(b)): Aggravated sexual battery is sexual battery, as defined in subsection (a), under any of the following circumstances: (1) When the victim is overcome by force or fear; (2) when the victim is unconscious or physically powerless; or (3) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender. • Indecent Liberties with a Child (Kan. Stat. Ann. § 21-5506(a)): Indecent liberties with a child is engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age: (1) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (2) soliciting the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another. • Aggravated Indecent Liberties with a Child (Kan. Stat. Ann. § 21-5506(b)): Aggravated indecent liberties with a child is: (1) Sexual intercourse with a child who is 14 or more years of age but less than 16 years of age; (2) engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age and who does not consent thereto: (A) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) causing the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another; or (3) engaging in any of the following acts with a child who is under 14 years of age: (A) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) soliciting the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another.

Crime Type (Kansas Statutes Annotated)	Definitions
	• Unlawful voluntary sexual relations (Kan. Stat. Ann. § 21-5507): Unlawful voluntary sexual relations is: 1. Engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age: A. Voluntary sexual intercourse; B. voluntary sodomy; or C. voluntary lewd fondling or touching; 2. when the offender is less than 19 years of age; 3. when the offender is less than four years of age older than the child; 4. when the child and the offender are the only parties involved; and 5. when the child and the offender are members of the opposite sex.
Consent (as it relates to sexual activity)	The institution has determined, based on good-faith research, that Kansas law does not define the term consent (as it relates to sexual activity).

College Definition of Consent

The College uses the following definition of consent in its Equal Opportunity, Harassment, and Nondiscrimination Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Consent is:

- 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 the College 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.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you, their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.

- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to 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:

The PPAP and OPAC are carried out in a variety of ways, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to presentations, online training modules through Vector Solutions, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- All new students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through an online training module.
- All full-time employees (mandated reporters) are required to complete an online training module each year on sexual harassment - including sexual assault, relationship violence, and stalking.
- As part of its ongoing campaign, the College uses a variety of strategies aimed at students and employees, such as in-person presentations by sexual assault organizations, emails blasts with pertinent information, portal announcements, etc. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

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

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Department of Public Safety at 316-321-7657. You may also contact the College's Title IX Coordinator at 316-323-6373.

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:

- Susan B Allen Memorial Hospital, 720 W. Central Ave. El Dorado, KS 67042 More information can be found online at <http://www.sbamh.com>
- Ascension Via Christi St. Francis Hospital, 929 N Saint Francis St, Wichita, KS 67214. More information can be found online at <https://healthcare.ascension.org>.
- Ascension Via-Christi St. Joseph Hospital, 3600 East Harry, Wichita, KS 67218 More information can be found online at <https://healthcare.ascension.org>.
- Wesley Healthcare, 550 N. Hillside, Wichita, KS 67214. More information can be found online at <http://www.wesleymc.com>.

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

- Department of Public Safety, 316-321-7657
- El Dorado Police Department, 316-321-9100
- Andover Police Department, 316-733-5177
- Rose Hill Police Department, 316-776-0191
- Wichita Police Department, 316-268-4111
- Council Grove Police Department, 620-767-5200
- Marion Police Department, 620-382-2651

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 Kansas, 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: <https://www.kspop.org/index.php/en/>.

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: <https://www.kansasjudicialcouncil.org/legal-forms/protection-orders/protection-stalking-or-sexual-assault>.

- A Petition for Order of Protection should be filed in the Butler County District Court of Kansas. The address is: 201 W. Pine El Dorado, KS 67042. The phone number is 316-322-4370. More information is available here: <https://www.bucoks.com/421/District-Court>.
- 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: <https://www.kspop.org/index.php/en/>. 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 Family Life Center Safehouse provides advocates for victims of domestic violence through their services. The Family Life Center Safehouse can be contacted at

(316) 321-7104 or by email at safe.house@fkc.kscoxmail.com. More information may be found at: <https://www.familylifecentersafehouse.com/>.

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 Department of Public Safety 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

- **Nancy Hamm, LSCSW**
Mental Health Counselor
Office: BOE 1100 Bldg.
(316) 322-3162
nhamm2@butlercc.edu
- **Linda Mueller, LMFT**
Mental Health Counselor
Office: BOA, 5250F
(316) 322-3164
lmuellet@butlercc.edu
- **College Health Services**
El Dorado Office (1100 Bldg.), Rm 11-165
(316) 322-3371
Andover Office (5000 Bldg.), Rm 5250
(316) 323-6282
- **Student Financial Aid** – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if

desired. The BCC financial aid website can be found at: <https://www.butlercc.edu/financial-aid>.

State/Local Resources

- South Central Mental Health Counseling Center, 340 Oil Hill Rd. El Dorado, KS 67042.
- Susan B Allen Memorial Hospital, 720 W. Central Ave. El Dorado, KS 67042. More information can be found online at: <http://www.sbamh.com/home>.
- Ascension Via Christi St. St. Joseph Hospital, 3600 East Harry, Wichita, KS 67218. More information can be found online at: <https://healthcare.ascension.org>.
- COMCARE - Community Crisis Center, 635 N. Main, Wichita, KS 67203, 316-660-7500. More information can be found at <http://www.sedgwickcounty.org/comcare>.
- Local 24-Hour Crisis Hotline: [316.660.7500](tel:316.660.7500)
- The Wichita Area Sexual Assault Center works with individuals and communities through comprehensive services and education to create a culture of intolerance for sexual violence and an atmosphere of healing for those impacted by it. More information can be found online at: <https://wichitasac.com/>.
- The Kansas Coalition Against Sexual and Domestic Violence serves to prevent and eliminate sexual and domestic violence through a statewide network of programs providing support and safety for all victims of sexual and domestic violence and stalking, with primary focus on women and their children. More information can be found online at: <https://www.kcsdv.org/>.
- Kansas Legal Services provides equal access to justice for low and moderate income people in Kansas. More information can be found online at: <https://www.kansaslegalservices.org/>.

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 at 316-323-6373, and the 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:

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the College's Equal Opportunity, Harassment, Violence and Nondiscrimination Policy, the other relevant policy as appropriate to the allegations and the related complaint resolution procedures.

Student Sanctions

The following are the usual sanctions that may be imposed upon students:

- *Required Counseling:* A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time until specific criteria are met. Students who return from suspension may be placed on probation through the remainder of their tenure as a student at Butler Community College.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend college-sponsored events.
- *Withholding Transcripts/Diploma:* The College may withhold a student's transcripts and/or diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.

- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, the College may assign any other sanctions/responsive actions as deemed appropriate.

More information can be found at:

[Equal Opportunity, Harassment, Violence and Nondiscrimination](#)

[Student Handbook](#)

[Employee Conduct](#)

Alternative Resolution Mechanism

Alternate Resolution is an informal mechanism (including mediation or restorative practices) by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism. The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' willingness to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;

- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, sanctions, and/or remedies. If so, the College implements the accepted finding that the Respondent is in violation of college policy and implements agreed-upon sanctions and/or remedies. in coordination with appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

Student Code of Conduct

In instances involving students where the Title IX Coordinator determines that the allegation of dating violence, domestic violence, sexual assault, or stalking falls outside of the scope of the Title IX Policy, Harassment and Nondiscrimination Policy, the procedures set forth in the Student Code of Conduct may be used.

Step one of the process will consist of a complaint made by a student. Upon receipt of a complaint, the pre-adjudication investigation begins. The investigator may interview witnesses and suspects. The College will determine appropriate disciplinary action(s) based on the behavior or violation committed.

Once the investigation is completed, a written report is forwarded to the Adjudicator (in most cases the Associate Vice President of Student Services or designee) and the disciplinary process is initiated. The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. No suspension or expulsion will be imposed without notification of the right to appeal to the Student Review and Appeals Committee.

Appeals of any disciplinary action must be submitted in writing to the Vice President of Student Services within two days of receiving disciplinary sanctions. Upon receipt of the appeal, the Vice President of Student Services must notify that student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, not later than seventy-two (72) hours after the Vice President of Student Services has received the student's appeal. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Academics.

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice President of Student Services. The written appeal must be made within 72 hours of receiving the decision of the Student Review and Appeals Committee. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

The College makes every effort to complete this process in a reasonable timeframe.

Employee Handbook

Butler expects all employees to comply with normal, accepted standards of behavior and job performance and to model the college's timeless institutional values and Learning College Principles as well as comply with all state and federal laws. Noncompliance with these expectations must be remedied. The College endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and opportunities to improve.

In circumstances that are serious violations of any College policy, state or federal law, the College reserves the right to take immediate and appropriate action including, but not limited to suspension, termination of employment, immediate removal/trespass from the premises as deemed appropriate for investigative purposes, safety, liability or gross misconduct. When progressive discipline is warranted, the first step is informal in nature and consists of an oral warning. The subsequent steps are more formal and intended to be corrective in nature. The procedure to follow will be:

Informal

1. If an employee is not meeting behavior or job performance standards, the employee's supervisor should take the following action:

- a. Meet with the employee to discuss the matter.

- b. Inform the employee of the nature of the problem and suggest action necessary to correct it.
- c. Prepare a memo for the supervisor and Associate Vice President of Human Resources documenting the discussion at the meeting.

Formal

2. In the event of a second occurrence*, the supervisor should hold another meeting and take the following action:

- a. Issue a written reprimand to the employee.
- b. Warn the employee that a third incident will result in more severe disciplinary action.
- c. Prepare and forward to the Associate VP of Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting.

3. If there are additional occurrences, the supervisor should take the following action only after reviewing the incidents with the Associate VP of Human Resources and the President:

- a. Issue a written reprimand or warning.
- b. Suspend the employee without pay for up to five working days or suspend the employee indefinitely and recommend termination.
- c. Prepare and forward to the Associate VP of Human Resources another written report describing the occurrences, indicating the timing of the occurrences, and summarizing the action taken or recommended and its justification.

Employees who believe they have been disciplined too severely or without good cause may use the grievance procedure. Professional Employees should reference the Master Agreement.

*In disciplining employees for repeated problems, supervisors must consider the time interval between the incidents. The passage of time without additional incidents should reduce the importance of the previous incidents (see #2).

The complaint resolution procedures, in relation to the Equal Opportunity, Harassment, Violence, and Nondiscrimination Policy, are invoked once a report is made to one of the following individuals:

Sherri Conard, Title IX Coordinator
 Director of First Year Experience
 BOA 5000 Building, Office: 5002C
 316-323-6373
sconard@butlercc.edu

Tiffany Rhodes, Deputy Title IX Coordinator
 Assistant Director of Human Resources/Staff Development
 BOA 5000 Building, Office: 5228
 316-323-6339
trhodes3@butlercc.edu

Reports may be made in-person, by phone, or by email. An anonymous report may be submitted through Ethics Point Hotline from MyButlerCC.

Once a formal complaint is made, the Title IX Coordinator will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

The Title IX Coordinator will appoint an investigator(s). During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint. Upon completion of the investigation, both parties will be given a copy of an investigation report.

In Title IX cases, a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within five (5) days of it being made. The College strives to complete investigations of this nature within ninety (30) calendar days.

In Title IX cases, a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. In some instances, a prehearing meeting may be convened. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant (after consultation with relevant College officials, if necessary), and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within five (5) days of it being shared with the Title IX Coordinator. The College strives to complete investigations of this nature within sixty (60) to ninety (90) business days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal to the Title IX Coordinator within five (5) days of being notified of the outcome of the investigation. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response within five (5) days. The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. The appeal will be resolved within ten (10) days of receiving it, and the Appeal Chair may take any and all actions determined to be in the interest of a fair and just decision.

Informal Resolution

The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

- If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator to so indicate.

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below (including mediation, restorative practices, etc.), usually before a formal investigation takes place.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above but usually occurs post-investigation).

Following receipt of notice or a complaint of an alleged violation, the Title IX Coordinator (or designee if Coordinator is unavailable) engages in an initial assessment, typically within one to five business days.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

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.
- 3. Such training addresses topics such as the definition of sexual harassment; the scope of the College'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. Specific trainings completed by pertinent BCC staff include ATIXA's Title IX Hearing Officer and Decision-Maker Training & Certification Course, ATIXA's Coordinator and Administrator Training & certification Course, OCR Training Webinars, ATIXA Training Webinars, Husch Blackwell Trainings and Webinars. Title IX Team training material can be found at <https://butlercc.edu/title-ixharassment-nondiscrimination>.
- 4. 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.
- 5. Have the outcome determined using the preponderance of the evidence standard.
- 6. 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:

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved.

Student Sanctions

The following are sanctions that may be imposed upon students or organizations singly or in combination:

- *Required Counseling*: A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time until specific criteria are met. Students who return from suspension may be placed on probation through the remainder of their tenure as a student at Butler Community College.
- *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend college-sponsored events.
- *Withholding Transcripts/Diploma*: The College may withhold a student's transcripts and/or diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.

Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*

In addition, the College can make available to the victim a range of protective measures. They include forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

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 Vice President for Student Services at 316-322-3297. State registry of sex offender information may be accessed at the following link: [HTTPs](http://www.dhs.gov).

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 President, Vice President of Student Services, or the Director of Public Safety/Chief of Campus Police 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:

- Director of Public Safety, 316-321-7657
- Vice President of Student Services, 316-322-3297

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

The College has an emergency management plan, applicable to all campus locations, 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 College has communicated with local police requesting their cooperation in

informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Director of Public Safety at 316-321-7657 or 911 of any emergency or potentially dangerous situations.

The President, Vice President of Student Services or the Director of Public Safety/Chief of Campus Police will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the President, Vice President of Student Services or the Director of Public Safety will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The President, Vice President of Student Services or the Director of Public Safety 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 President, Vice President of Student Services or the Director of Public Safety 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 the President, Vice President of Student Services or the Director of Public Safety, the Department of Public Safety 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
Posting on College's website	No sign-up required

Method	Sign Up Instructions
Timely Warning Notifications	GrizzlySAFE App
Automated Text/Email/Voicemail through App Armor/GrizzlySAFE	The free GrizzlySAFE app can be downloaded to smartphones via the Google Play and Apple App stores.

Testing & Documentation

The College tests its emergency response and evacuation procedures each semester. The tests may be announced or unannounced. Following these tests, results are analyzed and adjustments to recipient or system anomalies performed. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan.

The Vice President of Student Services 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

Purpose and Summary

Butler Community College seeks to promote a safe environment where students may participate in activities and organizations without compromising their health and safety. The impact of hazing activities can result in physical or psychological injury, and therefore it is the College's policy that hazing is prohibited. In compliance with the *Stop Campus Hazing Act (SCHA)*, hazing incidents are classified as a crime under the federally mandated *Clery Act* and are included in Butler Community College's Annual Security Report (ASR) as well the Campus Hazing Transparency Report (CHTR).

Scope

Preventing hazing is the responsibility of the campus community. Butler Community College has identified Campus Security Authorities (CSAs) to report *Clery* crimes, which include hazing. Each organization, as well as each CSA, must accept the personal obligation to uphold policy and reporting responsibilities.

Definitions

Clery Geography means any building or property owned or controlled by Butler Community College within the same reasonable contiguous geographic area and used by Butler in direct support of the Institution educational purposes, including student Housing.

Hazing means an intentional, knowing, or reckless act committed by a person (alone or in concert with others) against another person or people (regardless of the person's/people's

willingness) that – in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk of physical or psychological injury.

Organization means a club, association, athletic team, club sports teams, band, student government, or any other similar group at an institution in which two or more of the members are students enrolled at the institution, whether or not the organization is established or recognized by the institution.

This definition of student organization applies:

- To reporting hazing statistics in the ASR; and
- To the Campus Hazing Transparency Report (CHTR) – only includes findings concerning student organizations that are established or recognized by the institution.

Student means any person who is enrolled at the College or any person who has been accepted for enrollment at the College. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this policy until the person graduates, transfers, or withdraws from the College.

Policy

- Hazing is prohibited.
- Any solicitation to engage in hazing is prohibited.
- Aiding and abetting another person who is engaged in hazing is prohibited.
- It is not a defense to a violation of this policy that the hazing victim(s) consented to the hazing activity.
- Incidents of hazing reports will be included in the College's ASR if they occur anywhere on Clery geography.

Violations of this policy by students or student organizations can be reported to the Vice President of Student Services. The Vice President, or designee, will investigate the complaint in accordance with the Student Disciplinary Process.

Violations of this policy by faculty, staff, and other employees shall be reported to the Vice President of Human Resources. Employees are subject to discipline in accordance with the Employee Grievance Procedure.

Hazing Prevention and Awareness Program

Prevention and awareness programs related to hazing as defined by the College designed to reach students and employees via in person and email includes:

- Bystander intervention,
- Information about ethical leadership, and
- Promotion of strategies for building group cohesion without hazing

Hazing State Laws

Summary (Code of Kansas)	
a.	Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.
b.	Hazing is a class B nonperson misdemeanor. K.S.A. § 21-5418

Missing Student Policy

If a member of the Butler Community College community has reason to believe that a student who resides in on-campus housing is missing, or any employee receiving a missing student report should immediately contact 911. You do not have to wait 24 hours to report a person as missing. Any College employee receiving a missing student report should immediately notify campus police so that an investigation can be initiated.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified with such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the student is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to law enforcement personnel in furtherance of a missing student investigation.

A student who wishes to designate a confidential contact may do so by notifying the Director of Residence Life, in writing, of the name and contact information of this individual.

After investigating a missing person report, if it is determined that the student is missing, the College will immediately notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also immediately notify that student's custodial parent or legal guardian that the student is missing, in addition to notifying any additional contact person designated by the student.

Butler Community College - El Dorado (Main)

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

[illegible]

Crime	On Campus			On Campus Housing			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	0	0	0	0	0	0	0	0
Fondling	2	0	0	2	0	0	0	0	0	0	0	0
Statutory Rape	0	1	0	0	1	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	2	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	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	1	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	1	0	0	1	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	1	5	0	0	3	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	5	3	5	3	2	4	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	2	0	0	2	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	1	0	0	0	0	0

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 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.

Butler Community College - Eldorado Fire Science

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0	0	0	0
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	6	0	0	6	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	0	0	0	0	0	0	0	0	0	0	0

Hate crimes:

Crime	On Campus			Non Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 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.

Butler Community College - Andover Culinary Arts

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 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.

Butler Community College - Council Grove

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crime	On Campus			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 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.

Butler Community College - McConnell AFB

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.
 2023: 0 unfounded crimes.
 2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.
 2023: 0 unfounded crimes.
 2022: 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: Butler Community College - El Dorado (Main), 901 S Haverhill Road, El Dorado, KS 67042

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
Apartment A, 2415 West Towanda Avenue, El Dorado, KS 67042	X			X	X	X	0
Apartment B, 2415 West	X			X	X	X	0

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
Towanda Avenue, El Dorado, KS 67042							
Apartment C, 2415 West Towanda Avenue, El Dorado, KS 67042	X			X	X	X	0
Apartment D, 2415 West Towanda Avenue, El Dorado, KS 67042	X			X	X	X	0
Cummins Hall, 2415 West Towanda Avenue, El Dorado, KS 67042	X		X	X	X	X	0
East Hall, 2415 West Towanda Avenue, El Dorado, KS 67042	X			X	X	X	0
West Hall, 2415 West Towanda	X			X	X	X	0

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
Avenue, El Dorado, KS 67042							

Policies on Portable Appliances, Smoking and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted. Only the following portable cooking appliances are permitted to be used in campus housing: Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

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

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

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 Director of Residence Life at Director of Residence Life. 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

As a result of the College's most recent review of its fire safety protections and procedures, we have determined that the following improvements will be made quarterly fire drills and review of evacuation plans.

Fire Statistics

Butler Community College - El Dorado (Main)

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

Reported Fires

Residential Facility	Total Number Fires
West Hall	1
East Hall	1

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
West Hall	Unintentional Fire/Overloaded dryer.	0	0	\$100-999
East Hall	Undetermined Fire/Unknown what caused the fire	0	0	\$100-999

Butler Community College - Eldorado Fire Science

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - Andover 5000

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - Andover Culinary Arts

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - Council Grove

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - Marion

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - Rose Hill

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

Butler Community College - McConnell AFB

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.