



2015 Annual Security Report



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Director IE/Compliance and Title IX Coordinator

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Annual 2015 Campus Security Report

INTRODUCTION

Aultman College prepares this report in cooperation with the Aultman Hospital security department to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It is written by the college Compliance/Title IX Director and includes statistics of the previous three years' reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the college campus. Statistics are compiled from logs maintained by the Aultman Security force as well as information provided by the Canton City Police Department. This report includes institutional policies concerning campus security and other matters. An e-mail notification is sent annually to all enrolled students and employees providing a link for electronic access to this report. It also is available to all applicants for enrollment or employment, as required by the United States Department of Education, electronically on the college website www.aultmancollege.edu. Print copies are available by contacting the college main office (330.363.6347) or the Compliance/Title IX Director (330.363.4227)

SECURITY ON CAMPUS

The college is a subsidiary corporation of Aultman Hospital and is located on the hospital campus where the Aultman Safety and Security Office provides services for the college. Aultman Security Department jurisdiction and policies apply to the entire hospital/college campus. The college has no campus residential facilities and has no off-campus locations of student organizations officially recognized by the college.

Safety and security on campus are of paramount importance. Aultman Security seeks to provide a safe campus environment and regularly patrols the campus area. Although the college does not have a history of serious crimes, no campus is immune. The complete cooperation and commitment of students and employees is necessary to maintain a truly safe environment. Students and employees must also assume responsibility for their own safety and for the security of their personal belongings.

Aultman security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. The officers have the authority to issue parking citations but do not have arrest power. They maintain a professional working relationship with and refer criminal incidents to the Canton City Police Department (CCPD), which has jurisdiction on the campus. The college does not have a written memorandum of understanding (MOU) with CCPD for the investigation of crimes occurring on campus. All crime victims and witnesses are strongly encouraged to immediately report a crime to Aultman Security, any college faculty or staff member, and/or Canton City Police. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The college is a private, independent institution of higher education and is considered private property. To protect students and employees, photo identification badges are issued to provide access to appropriate areas. Persons who do not have legitimate business on campus may be considered trespassers and will be asked to leave. During business hours, the college is open to students, parents, employees, hospital personnel, contractors, guests, and invitees.

Security considerations relative to campus facilities include but are not limited to locked/badge access entry, indoor and outdoor security camera surveillance, vehicle and foot patrol of parking lots and other campus areas, parking lot escort services, emergency paging and alarm systems, student orientation sessions on emergency and safety procedures, and third-party contractor identification process.

Aultman Security can and does respond to student-related incidents that occur on campus, and it also has direct communication with Canton City police, fire, and ambulance services to facilitate rapid response in any emergency situation.

SECURITY CONSIDERATIONS IN MAINTENANCE OF CAMPUS FACILITIES

Security also is a consideration in maintaining campus facilities. For example, personnel regularly check to ensure pathways are well lighted and that egress lighting is working in hallways and stairwells. They also check to ensure door locks are functional and that landscaping does not affect pathways or otherwise create risks for those passing by to be suddenly attacked.

SECURITY AND AWARENESS PROGRAMS

Students receive information about Aultman Security services during orientation sessions and are subsequently routinely informed of ways to maintain personal safety. Similar information is presented to new employees.

The Student Life Coordinator organizes periodic programs on campus that deal with the prevention of crimes and student safety, and Aultman provides similar updates for employees. Program schedules are communicated to students via the WiseLine student portal announcements, individual student email, weekly student email blasts, and bulletin boards located in common areas on campus. Communications to employees are made via the college-wide email system or the Aultman intranet. In 2015-16, specific crime prevention programming will include self-defense classes in which participants will learn techniques that support them in taking responsibility for their own safety.

INFORMATION ABOUT REGISTERED SEX OFFENDERS

The Stark County Sheriff's office sends monthly update cards of registered sex offenders to the college. This file is maintained by the college main office and is available to students, faculty, and staff. For an electronic listing of registered sex offenders in Stark County, refer to the Stark County Sheriff's web site at <http://www.sheriff.co.stark.oh.us/OffenderLinks.htm>. This web site provides addresses and classification of registered sex offenders. For a listing of registered sex offenders in any Ohio county, refer to the Ohio Department of Rehabilitation and Correction's Offender Search website at <http://www.drc.state.oh.us/OffenderSearch/Search.aspx>. The Aultman Hospital Security department may also assist with how to obtain sexual offender information. Please contact the Security department's non-emergency number, 330.363.6968, for assistance.

GENERAL SAFETY PRECAUTIONS

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. To enhance personal safety, Aultman Security officers are available to escort students to and from their vehicles parked on the Aultman campus. Students and employees are encouraged to use this service at any time, especially after dark.

Members of the college community are encouraged to assume responsibility for their own personal safety and the security of personal belongings by taking the following simple, common sense precautions:

- Although the campus is well lighted, do not walk alone in the campus area after dark.
- Keep purses/billfolds and other valuables with you or stored in a campus locker, locked office, or desk.
- Do not provide personal identifying information over the phone.
- Report any potential fire hazards or broken equipment to the Aultman Help Desk at 330-363-6238 or the college main office at 330-363-6347.
- Report any unusual circumstances to Aultman Security (330-363-6268), any college faculty or staff member, or the college front desk (330-363-6347).

REPORTING CRIMINAL OFFENSES

In the event of any emergency, dial 911. To report a criminal offense, call Aultman Security at 330-363-6268 or use any of the security phones that are located on the Aultman campus. In addition, emergencies and crimes may be reported to other Campus Security Authorities (CSA) as follows:

AULTMAN COLLEGE PERSONNEL			
Forchione	Laura	Student Life Coordinator	330.363.4287
Henriss	Silvia	LRC Coordinator	330.363.6847
Leggett	VI	VP Community Engagement	330.363.6183
Loretto	Jenn	Student Affairs Coordinator	330.363.1186
Mendenhall	Monica	Campus Coordinator	330.363.4281
Sabino	Lyn	Director Title IX	330.363.4227
Shambaugh	Jeannine	VP Admin & Student Affairs	330.363.5420

AULTMAN HOSPITAL SAFETY PERSONNEL			
Swearngen	Brian	Director Safety Services	330.363.4293
Pritt	Todd	Safety Specialist	330.363.4436
Wrightsmen	Rebecca	Safety Specialist	330.363.4497
Indorf	Ryan	Safety Specialist	330.363.4445

AULTMAN HOSPITAL SECURITY OFFICERS			
Bah	Momodou	Security Officer	330.363.6968
Bailey	Jim	Security Officer	330.363.6968
Bailey	Michael	Security Officer	330.363.6968
Baughman	Chris	Security Officer	330.363.6968
Bryant	Stanley	Security Officer	330.363.6968
Bucher	Jay	Security Officer	330.363.6968
Burnham	Sean	Security Officer	330.363.6968
Chalfaunt	Larry	Security Officer	330.363.6968
Colgan	Brett	Security Officer	330.363.6968
Covington	Mike	Security Officer	330.363.6968
Cricks	Coty	Security Officer	330.363.6968
Davis	Ethan	Security Officer	330.363.6968

Davis	Joseph	Security Officer	330.363.6968
Dodd	Ryan	Security Officer	330.363.6968
Dougherty	David	Director Security Services	330.363.5485
Druckenbrod	Aaron	Security Officer	330.363.6968
Erickson	Timothy	Security Officer	330.363.6968
Faverty	Kevin	Security Officer	330.363.6968
Gardner	Gary	Security Officer	330.363.6968
Gascon	Taylor	Security Officer	330.363.6968
Ginther	Greg	Security Officer	330.363.6968
Gnagy	Dennis	Security Officer	330.363.6968
Greel	Daniel	Security Officer	330.363.6968
Hansen	Dennis	Security Officer	330.363.6968
Henson	Ian	Security Officer	330.363.6968
Hill	Sara	Security Officer	330.363.6968
Holland	Jason	Security Officer	330.363.6968
Hull	Nickolas	Security Officer	330.363.6968
Iser	Tammy	Security Officer	330.363.6968
Jeffries	James	Security Officer	330.363.6968
Kelleher	Matt	Security Officer	330.363.6968
Kerns	April	Coordinator Security Services	330.363.9795
Kobbs	William	Security Officer	330.363.6968
Koren	David	Security Officer	330.363.6968
Luke	David	Security Officer	330.363.6968
Maddux	Kirai	Security Officer	330.363.6968
Mallett	Katie	Security Officer	330.363.6968
Marion	Wayne	Security Officer	330.363.6968
Miller	Nessa	Security Officer	330.363.6968
Mowery	Sean	Security Officer	330.363.6968
Paul	David	Security Officer	330.363.6968
Paxton	Mike	Security Officer	330.363.6968
Perrera	Chris	Security Officer	330.363.6968
Peters	Elliott	Security Officer	330.363.6968
Pool	Zachary	Security Officer	330.363.6968
Poole	Kirk	Security Officer	330.363.6968
Reibestein	Dennis	Security Officer	330.363.6968
Rhoades	Kimberly	Security Officer	330.363.6968
Richards	William	Security Officer	330.363.6968
Rooney	Brandi	Security Officer	330.363.6968
Sarachman	Andrew	Security Officer	330.363.6968
Schrader	Jessee	Security Officer	330.363.6968
Scott	Michelle	Security Officer	330.363.6968
Smith	Ryan	Security Officer	330.363.6968
Stock	Matthew	Security Officer	330.363.6968
Swihart	Michael	Security Officer	330.363.6968
Tomlinson	Caitlin	Security Officer	330.363.6968
Wise	Jeremy	Coordinator Security Services	330.363.9794

Yates	Brandon	Security Officer	330.363.6968
Yeakley	Jeffrey	Security Officer	330.363.6968

Any suspicious activity or person seen on or near the Aultman campus should be reported to Aultman Security or a CSA.

The college encourages anyone who is the victim or witness to any crime to promptly report the incident to Aultman Security or to one of the campus security authorities identified above. Aultman Security will investigate all reports and report violations of the law to Canton City Police. Alternatively, students and employees may report the crime directly to Canton City Police.

Campus Security 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. Moreover, the college will withhold the identity of victims in publicly available records, to the extent permitted by law.

Any victim of a crime 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. With the victim's permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the college take appropriate steps to ensure the future safety of the victim and others. With such information, the college can keep an accurate record of the number of incidents involving students, 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 confidential resources, if and when they deem it appropriate, to inform the persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. The college does not employ pastoral or professional counselors. Pastoral counselors employed by Aultman Hospital serve college students, faculty, and staff as confidential resources.

Additionally, 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 this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

TIMELY WARNING ALERTS

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Campus Coordinator constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples would be a rash of motor vehicle thefts or sexual assaults in the area that merit a warning because they present a continuing threat to the campus community. Anyone with information warranting a timely warning should immediately report the circumstances to the Campus Coordinator at 330.363.4281 or Aultman Hospital Security at 330.363.6968. The college and the hospital security department have communicated with local police requesting their cooperation in informing the college about situations reported to them that may warrant a timely warning.

The college utilizes an Internet-based mass communication/timely warning system to notify all students, faculty, and staff of emergency situations and school closings. In the event of an emergency situation or

school closing, an official timely warning message is sent by the Campus Coordinator to all communication devices students, faculty, and staff have registered with the college. Students are responsible for keeping all of their contact information current with the college. Phone number and contact information changes should be communicated through the Change of Information form, available in the college main office. Updates to the warnings will be provided as appropriate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The college has emergency management procedures designed to ensure a timely and effective response when a significant emergency or dangerous situation occurs on campus posing 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 Campus Coordinator of any situation that poses such a threat.

The Campus Coordinator 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 college's response and 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 Campus Coordinator will consult with other appropriate college officials to determine the appropriate segment or segments of the college community to be notified. The Campus Coordinator, 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 Campus Coordinator will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- Mass electronic alerts to all student and employee emails, phones, and pagers. These notifications contain information about the event and instructions for personal safety.

When the college sends a mass notification alert, Aultman Security is simultaneously notified; they in turn contact local law enforcement and engage appropriate personnel to handle communications with the community beyond the college campus.

The college tests its emergency response and evacuation procedures at least once a year. Also, at various times the college's Safety Task Force will meet to train and test and evaluate the college's emergency response plan. The Campus Coordinator 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.

ALCOHOL AND DRUG POLICY PROGRAMS

The college has adopted the following substance abuse policy for the purposes outlined below:

- To establish and maintain a safe, healthy learning environment for students/employees
- To provide a safe, healthy environment for clients while providing care
- To preserve the reputation of the college and its employees within the community at large and within the health care community

Underage drinking is prohibited and considered a violation of college policy. The college may allow alcohol on campus for persons of legal drinking age under limited circumstances such as fundraising events. The college opposes substance abuse; it will enforce its rules regarding alcohol and illegal drugs and cooperate with authorities at the local, state, and federal levels on enforcement of laws dealing with alcohol and illegal drugs. Furthermore, the college will not protect a student or employee who violates the law from prosecution under federal, state, or local law; neither students nor employees are immune from legal investigation or arrest by civil authorities.

The following rules represent college policy on substance abuse.

- All students are prohibited from attending class, labs, clinicals, or any college related activities under the influence of alcohol or illegal drugs.
- All employees are prohibited from working under the influence of alcohol or illegal drugs.
- The manufacture, sale, possession, distribution or use of illegal drugs on Aultman property or while engaged in official college business and/or educational activities is strictly prohibited and cause for dismissal.
- For purposes of this policy, "illegal drug" includes any prescription drug for which the individual does not have a valid prescription. Only the person for whom a prescription drug is issued can bring the medication on Aultman property in its original container. The student/employee must use the prescription drug only in the manner, combination, and quantity prescribed.

The college requires a student to submit to blood, breath, or urine testing for drugs and/or alcohol for reasonable cause. Refusal to submit to testing for reasonable cause is grounds for dismissal. The college Substance Abuse Prevention Program outlines information for referral resources for counseling and/or treatment; specific local, state, and federal laws governing unlawful possession and distribution of illicit drugs and alcohol; and health risks associated with the use and abuse of alcohol and/or illicit drugs. This information is available from the Aultman Hospital's Health Services office, the college health services nurse, the college Financial Aid Office, the college website at <http://www.aultmancollege.edu> and the WiseLine student portal.

SEX DISCRIMINATION AND SEXUAL HARASSMENT

Aultman College is committed to providing an environment that respects the dignity of every individual by valuing student talents and perspectives, and to maintaining a safe, supportive environment for students, faculty, staff, and visitors. The college expects all members of its community and guests to act responsibly, showing respect for others and for the community at large. The college does not discriminate in any aspect of its educational program on the basis of sex and is prohibited from doing so by Title IX. For specifics in regards to this policy, refer to the college's Title IX Policy which is available on the college website at <http://www.aultmancollege.edu/> and/or in the college catalog.

POLICIES, PROCEDURES AND PROGRAMS RELATED TO SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

The college prohibits acts of domestic violence, dating violence, sexual violence and stalking. The college also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy or pursuant to the Clery Act. The following discusses the college's educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and of services available in the event they do become a victim, 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 and new employees. In it they are specifically advised that the college prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions apply under Ohio law:

Domestic violence (Section 3113.31(A))

(1) "Domestic violence" means the occurrence of one or more of the following acts against a family or household member:

(a) Attempting to cause or recklessly causing bodily injury;

(b) Placing another person by the threat of force in fear of imminent serious physical harm or commits an act of aggravated trespass as defined in Section 2911.211;

(c) Committing any act with respect to a child that would result in the child being an abused child, as defined in section Section 2151.031;

(d) Committing a sexually oriented offense.

(3) "Family or household member" means any of the following:

(a) Any of the following who is residing with or has resided with the respondent:

(i) A spouse, a person living as a spouse, or a former spouse of the respondent;

(ii) A parent, a foster parent, or a child of the respondent, or another person related by consanguinity or affinity to the respondent;

(iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the respondent, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the respondent.

(b) The natural parent of any child of whom the respondent is the other natural parent or is the putative other natural parent.

(4) "Person living as a spouse" means a person who is living or has lived with the respondent in a common law marital relationship, who otherwise is cohabiting with the respondent, or who otherwise has cohabited with the respondent within five years prior to the date of the alleged occurrence of the act in question.

2903.211 Menacing by stalking.

(A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

The college has determined, based on good-faith research, that the terms "consent" with reference to sexual activity and "dating violence/abuse" are not specifically defined in the Ohio statutes.

The PPAP also informs incoming students and new employees that the majority of sexual offenses that occur on campus communities are committed by people known by their victims. Often, these types of assaults are not reported to police or campus authorities because people do not think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, are able to continue to exploit people by manipulating that trust. Reporting these incidents will significantly decrease the likelihood that the perpetrator can subject another person to this type of victimization.

The PPAP includes instruction on how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically they are advised:

- 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

PPAP instruction also includes encouraging individuals to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or 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.

The college's PPAP program also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of domestic violence, dating 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 that proceeding, available resources, etc. Some of this information is set forth in the forthcoming sections of this report.

The PPAP is carried out by face-to-face presentations, on-line presentations, distribution of written material, and periodic e-mail blasts.

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 aimed at increasing the understanding of students and employees on these topics and improving their skills for addressing the offenses of domestic violence, dating violence, sexual assault, and stalking.

The OPAC is carried out through essentially the same means as the PPAP, using a range of strategies with a variety of audiences throughout the college.

Procedures to Follow if You are a Victim of a Sex Offense:

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or Aultman Security at 330.363.6777. At the earliest opportunity, you should also contact the college's Title IX Coordinator, Lyn Sabino, at 330.363.4227 (office) or 330.705.2819 (cell). Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported.
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. Victims will be provided information on where a forensic examination can be obtained. Therefore, victims should follow these guidelines:
 - Do 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.
 - Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.Victims of stalking should also preserve evidence of the crime to the extent possible.
3. The victim's options regarding notification to law enforcement, which are:
 - The option to notify either on-campus or local police;
 - The option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; and
 - The option to decline to notify such individuals.
4. Where applicable, the rights of victims and the college's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

- Crisis Intervention Center 330-452-6000
- Community Legal Aid Services 330-456-8361
- Stark County Dept. of Job & Family Services 330-452-4661
- The Children’s Network of Stark County 330-451-1700
- United Way Information and Referral 330-455-4636

Victims may also access the Justice League of Ohio’s website at this link for information about victim assistance programs throughout the state of Ohio: <http://www.thejusticeleagueohio.org/victim-assistance-programs>

The college will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available, they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. The notification will include a name and contact information for the victim to request accommodations. 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. The college will inform the victim if it becomes necessary to disclose the accommodation or protective order in order to provide it.

PROCEDURES FOR DISCIPLINARY ACTION

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the appropriate college disciplinary system.

Student Conduct Violation Policy

I. Policy:

Appropriate student conduct is fundamental to a successful academic community. It is important that a fair and equitable process exist to investigate and remedy student violations of conduct policies. When a conduct violation occurs, faculty and staff members must follow the procedures set forth to guide the investigation, decision-making, and appeal process. All violations should be handled in the same manner, starting at the lowest level.

II. Purpose:

This policy defines the steps taken to investigate and adjudicate a violation of student conduct.

III. Definitions:

IV. Procedure:

Level One: Student Meeting

NOTE: Depending on the nature and severity of the conduct violation, at any time during the investigatory process, the student(s) may be suspended from class(es) pending the outcome of the investigation.

Academic Dishonesty Conduct Violation

1. If a faculty member knows or has reason to believe that a student(s) in a course may have been involved in academic dishonesty, the faculty member shall contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two college business days of having discovered the suspected dishonesty. The faculty member may choose to have a witness present during this discussion with the student(s).

2. When meeting with the student(s), the faculty member shall objectively review the circumstances and evidence related to the suspicion of academic dishonesty and allow the student(s) an opportunity to provide his or her perspective on the suspicion. During the meeting, the faculty member will complete the Conduct Violation Investigation Form and take notes to document important information.
 - a. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation did not occur, the faculty member shall indicate his/her conclusion on the Conduct Violation Investigation Form. The faculty member shall inform the student(s) of this conclusion and forward the completed form to the person responsible for student affairs.
 - b. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation may have occurred, the faculty member will inform the program/division director, the vice president of academic affairs, and the person responsible for student affairs.

Other Conduct Violations

1. If there is reason to believe a student(s) has violated a conduct policy other than academic dishonesty, the faculty or staff member who suspects or knows about the behavior should contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two college business days of having discovered the suspected violation. The faculty/staff member may choose to have a witness present during this discussion with the student(s).
2. When meeting with the student(s), the faculty/staff member shall objectively review the circumstances and evidence related to the suspicion of conduct violation and allow the student(s) an opportunity to provide his or her complete the Conduct Violation Investigation perspective on the suspicion. During the meeting, the faculty/staff member will Form and take notes to document important information.

Level Two: Investigation of Conduct Violations

The person responsible for student affairs will begin the conduct investigation by contacting appropriate parties to discuss allegation(s) and the evidence. Those included in the discussion, in addition to the director and the faculty or staff member directly involved, may include the program director, division director, vice president of academic affairs, and student(s). Other faculty or staff may be invited to participate as appropriate and necessary, depending on the nature of the violation.

1. The facts and evidence of the Level One meeting will be reviewed so that the investigatory committee may understand the nature and extent of the violation, if any, by the accused student(s).
2. If the investigatory committee concludes that a conduct violation did not occur, such conclusion will be noted on the appropriate form and the director will inform the student(s) of the conclusion.
3. If the investigatory committee concludes that a conduct violation has occurred, the committee will discuss and decide on a course of action for resolving the violation, including the imposition of any penalties (i.e., failure of the course, significant reduction of the final grade, suspension, expulsion, etc.). The decision will be noted on the appropriate form.
4. The director shall provide written notice of the committee decision to the student(s) within seven college business days after the investigatory committee's

decision. The written notice shall include the college's determination that a conduct violation occurred, the description of the conduct violation, the course of action to resolve the violation including any academic penalty, and information regarding the student's option to appeal the committee's decision (including a description of the appeal procedure and the time limits for filing an appeal).

5. The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The director will compile a case file that includes the written notice and all supporting documentation (e.g., the completed Academic Dishonesty Allegation Form, exams/assignments involving cheating, crib sheets, faculty member meeting and investigation notes, witness statements, etc.).
6. Copies of the notice letter and completed Conduct Violation Investigation Form shall be kept in the student's(s') academic file in the Office of the Registrar as a record of the violation.

Level Three: Appeal Process

If the student(s) desires to appeal the college's determination that he/she committed a conduct violation, the student(s) must initiate the formal written appeal process and submit the written appeal with supporting documentation within 10 college business days of receiving the written notice, or the student(s) will waive his/her right to appeal. The student's(s') appeal must include the following written documentation and be submitted to the person responsible for student affairs:

- Date letter submitted.
- Student name.
- Course name, course number and semester.
- Faculty or staff member name.
- Date of the meeting with the faculty or staff member.
- Reason for further appeal.
- Desired outcome.
- A copy of the written notice (Level Two).

The time frame for reviewing the student's appeal will commence when the student provides the written appeal and all supporting documentation to the Director as required by this policy.

1. The director will form the Appeals Committee, which will be composed of the director, two faculty members, a student senator, a representative of the student affairs council, and a member of college administration. The director will facilitate the appeals process and provide all documentation to committee members for review and evaluation, but the director will not participate in the committee's final decision. The committee will meet to discuss and recommend whether to confirm or rescind the investigatory committee's decision.
2. The Appeals Committee will review all documentation, records, policies, and procedures to make the final decision. Once the Appeals Committee has rendered a decision, the director will notify the student(s) in writing of the committee's decision within 10 college business days after the student(s) submits the appeal. The decision of the Appeals Committee will be final.
3. Copies of the notice letter regarding the Appeals Committee's decision shall be kept in the student's academic file in the Office of the Registrar as a record of the appeal and final determination.

Employee Disciplinary Policy

Disciplinary procedures for Aultman College employees are specified in the Aultman Hospital Employee Handbook on pages 52-55: Aultman Hospital Employee Disciplinary Process and Rules of Conduct

Aultman requires its employees to comply with certain standards of behavior that are a basic part of good citizenship and that respect the rights of others. This is true on the job as well as in our private lives. Any conduct or activity that interferes with an employee's own work, the work of any other employee, Aultman's operations, or the maintenance of order on Aultman's premises is not permitted. Aultman reserves the right to require an employee to undergo job-related testing, as specified by Aultman, to validate that an employee is capable of performing the duties required by the job description.

When disciplinary action is necessary, consideration will be given to the seriousness of the employee's behavior, offense, or violation; the previous conduct/disciplinary record of the employee; the employee's length of service; and any other relevant or extenuating circumstances. *Employees and Management should remember that the primary purpose of discipline is to correct a problem, not to punish for an infraction.*

Any course of action or activity by an employee, even if it is not expressly forbidden by any policy, practice or rule, which interferes with the orderly operation of Aultman, the safety of its patients, visitors, customers, employees or equipment, or is contrary to generally accepted standards of personal conduct or behavior, will be cause for disciplinary action which may include the employee's termination. The following list provides examples of typical reasons for employee disciplinary action, up to and including termination of employment. These lists are not all-inclusive and are for guidance only.

Group I: Types of actions that may result in *immediate discharge*:

1. Neglect, abuse, or disrespect toward a patient, visitor or employee;
2. Falsification of any Aultman document or record;
3. Reporting to work or working under the influence of any substance, alcohol and/or narcotics or having possession of same on the Aultman's property in violation of applicable policies;
4. Insubordination;
5. Failure or refusal to perform reasonable, assigned duties from an authorized Management Team member;
6. Willful destruction of Aultman property;
7. Theft of patient, employee, Aultman or visitor property or removal of Aultman's property from the premises without following the package pass procedure (which may be construed as theft);
8. Possession of firearms or other illegal weapons on Aultman's property;
9. Immoral/inappropriate conduct on Aultman's property;
10. Unauthorized use, discussion or disclosure of any confidential information;
11. Concerted, deliberate restriction of output;
12. Assault, bribery, gambling, or other illegal acts;
13. Accepting or requesting tips or gratuities from patients, suppliers or visitors (this does not include unsolicited gifts of nominal value);
14. Threatening, intimidating, coercing, disorderly conduct, fighting, instigating a fight, or interfering with employees or management at any time on Aultman's premises;
15. Any form of sexual harassment of employees, co-workers, patients or visitors;
16. Dishonesty, deception or fraud; and
17. Excessive absenteeism regardless of reason.

Group II: Types of actions which may result in *suspension* after the first offense, and which may result in termination after subsequent offenses:

1. Willful or careless violations of Aultman's safety, fire, infection control, or security policies and rules;
2. Sleeping while on duty;
3. Smoking or tobacco use on Aultman's property;
4. Inefficient or careless job performance, including poor productivity;
5. Malicious practical joking or horseplay; and
6. Use or distribution of profane or vulgar language and/or materials.

Group III: Types of action which may result in a *written warning*, followed by suspension and termination:

1. Unauthorized use of Aultman's telephone, equipment, or machinery;
2. Absence or tardiness without reasonable cause;
3. Absence from work-station without permission;
4. Unauthorized extension of lunch or coffee breaks;
5. Violation of Aultman's no solicitation/no distribution policy;
6. Creating or contributing to unsanitary or unsafe conditions;
7. Defacing, tampering, removal of signs from bulletin boards;
8. Improper attire and appearance;
9. Loitering on Aultman's property or having frequent visitors;
10. Waste or personal use of materials and supplies or abuse of the Foundation's property
11. Failure to report injuries immediately according to Aultman's policies;
12. Engaging in outside employment or activities which interfere with the employee's duties at Aultman;
13. Performing personal work on Aultman's time without permission; and
14. Failure to abide by Aultman's operating procedures, including those specific to an employee's department.

All written forms of discipline are placed in the employee's file maintained by the Human Resources Department.

Employee Disciplinary Policy Problem Review Procedure

Aultman encourages employees to discuss problems with their immediate unit directors or supervisors. Problems that are discussed informally, freely, and sincerely are often resolved immediately. If a problem cannot be resolved informally, an employee may wish to initiate the problem review procedure.

Aultman will provide full-time and part-time non-management employees, who have worked at Aultman for at least six months, with a formal problem review procedure. The problem review procedure is available to current eligible employees and applies to situations such as unresolved disputes between employees or the employee and his/her manager, questions regarding the administration of rules and policies, and performance of work. Use of this procedure does not apply to employees whose employment with Aultman has been involuntarily terminated.

Upon initiation of the problem review procedure, it is the employee's responsibility to pursue the procedure through each step within the order and time limits specified. Failure to do so will result in forfeiture of the right to pursue the review process. Employees initiating the problem review procedure will not be subject to reprimand, retaliation or harassment as a result of filing a complaint.

There are always numerous factors and variables to consider in resolving a problem. Employees should realize that the solution may not always be to their satisfaction. They can, however, be assured that each problem will be fully discussed and considered.

The problem review procedure involves the following steps:

Step One:

The employee will review the problem with his/her immediate unit director within five (5) working days from the date of the problem. The unit director shall give an answer to the employee within two (2) working days after the problem is presented. No problem will be considered later than five (5) working days after the occurrence, provided the employee is not on vacation or on an approved leave of absence. In such cases, the five (5) working days will be given after the employee returns to work. If the problem is with the immediate unit director, the employee may initiate Step Two.

Step Two:

If the problem is not satisfactorily settled at Step One, the employee may present a written request for review to the associate division vice president within three (3) working days from the receipt of the answer from Step One. The associate vice president will investigate the facts and may include, if appropriate, a meeting with the employee and unit director. Following the investigation, the associate vice president will inform the employee in writing of the decision within five (5) working days. If the problem is with the division associate vice president, the employee may initiate Step Three.

Step Three:

If the problem is not satisfactorily settled at Step Two, the employee must present a written request for review to the respective division vice president (Level II) within three (3) working days from the receipt of the answer from Step Two. The Level II manager will look into the matter and, if appropriate, have a meeting with the employee and unit director. Following this investigation, the Level II manager will inform the employee of the decision within five (5) working days from the written request date. If the problem is with the Level II manager, the employee may move to Step Four.

Step Four: If the problem is not satisfactorily settled at Step Three, the employee may request a final review by presenting a written request to the Vice President of Human Resources, or his/her designee, within three (3) working days from the receipt of the answer from Step Three. The vice president of Human Resources, or his/her designee, will investigate the facts and may appoint a problem review panel to review the case. Only problems that relate to established policies and procedures published in the employee handbook will be subject to the problem review panel. The problem review panel will consist of three employees: a non-involved unit director, a human resources representative, and a non-management employee. After the problem review panel reviews the facts and conducts personal interviews with the involved parties, it will make a recommendation. The vice president of Human Resources or his/her designee, after reviewing the recommendation from the review panel, will report the decision to the employee within three (3) working days. The recommendation of the review panel will be deemed final and binding on all parties concerned.

Problem Review Guidelines:

1. All problems presented to management through the employee problem review procedure will be reviewed and investigated.
2. "Request for employee problem review" forms must be used to initiate Step Two and Step Three. Forms may be obtained in Human Resources.

3. All factors that affect the problem should be discussed from both an employee's and the unit director's viewpoint.
4. The problem and expected outcome must be clearly defined.
5. All pertinent facts must be gathered before a decision is reached.
6. Unit directors should make certain they are not making decisions which should be decided at a higher level of management.
7. If an employee seeks advice as to whether or not to start the problem review procedure, he/she should consult the Human Resources Department.
8. It is the employee's responsibility to request each step of the employee problem review procedure, in addition to complying with the sequence and time frames for each step.
9. An employee receiving any corrective or disciplinary action which results in a suspension may bypass Step One and initiate Step Two.
10. No recording device may be used during the problem review procedure process.

Both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution.
- Written notice of any extension of timeframes in the proceedings and the reason for it, which will only be for good cause.
- Proceedings conducted by officials who do not have a conflict of interest or bias for or against either the accused or the accuser and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.
- Timely access to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The college 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.
- Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- 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 Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the college's disciplinary proceeding that an offense involving domestic violence, dating violence, sexual assault, or stalking has been committed, the college may impose a penalty depending on the mitigating and aggravating circumstances involved. Penalties include an assessment of financial penalties, suspension, probation, or termination/expulsion.

In addition, the college can make arrangements to enforce protective orders through actions that include such things as forbidding the accused from communicating with the victim, providing a security escort to and from parking areas, etc.

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 domestic violence, dating 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.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Campus crime, arrest, and referral statistics included in this annual security report come from those reported to Aultman Security, college campus security authorities, and the Canton City Police. may obtain a copy in the same manner and location.

In accordance with federal law, the college reports specific crimes, attempted crimes, and certain arrest and disciplinary referral statistics annually.

As required, the college compiles the following statistics of reported crimes using the FBI's Uniform Crime Reporting System definitions. According to federal law, incidents of liquor law violations, drug abuse violations, and illegal weapons possession violations referred for campus disciplinary action, regardless of outcome, are to be reported separately from liquor, drug abuse, and illegal weapons arrests in these statistics.

The requirement to track the offenses of dating violence, domestic violence and stalking did not go into effect until 2014, at which time institutions were required to make a good faith effort at collecting statistics for these crimes. Therefore, there is no data entry for the calendar year 2012. Similarly, because of the way sex crimes are to be categorized beginning this year, there is no entry for "sex offenses-forcible" and sex-offenses non-forcible" for the year 2014. Beginning with that year, data is entered for the specific offenses of rape, fondling, statutory rape, and incest.

REPORTED CRIME STATISTICS

OFFENSE	YEAR	ON CAMPUS	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2012	0	0
	2013	0	0
	2014	0	0
Negligent Manslaughter	2012	0	0
	2013	0	0
	2014	0	0
Sex Offenses: Forcible	2012	--	--
	2013	1	0
	2014	--	0
Sex Offenses: Non-Forcible	2012	--	--
	2013	0	0
	2014	--	0
Rape	2012	--	--
	2013	--	--
	2014	0	0
Fondling	2012	--	--
	2013	--	--
	2014	2	0
Incest	2012	--	--
	2013	--	--
	2014	0	0
Statutory Rape	2012	--	--
	2013	--	--
	2014	0	0
Robbery	2012	0	0
	2013	0	0
	2014	0	0
Aggravated Assault	2012	4	0
	2013	1	0
	2014	0	0
Burglary	2012	3	0
	2013	4	0
	2014	0	0
Motor Vehicle Theft	2012	0	0
	2013	0	0
	2014	0	0
Arson	2012	0	0
	2013	0	0
	2014	0	0
Domestic Violence	2012	--	0
	2013	0	0
	2014	1	0
Dating Violence	2012	--	0
	2013	0	0
	2014	0	0
Stalking	2012	--	0
	2013	0	0
	2014	0	0
Arrests: Weapons, Carrying, Possessing, etc.	2012	0	0
	2013	0	0
	2014	0	0

Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2012	0	0
	2013	0	0
	2014	0	0
Arrests: Drug Abuse Violations	2012	0	0
	2013	0	0
	2014	0	0
Disciplinary Referrals: Drug Abuse Violations	2012	0	0
	2013	0	0
	2014	0	0
Arrests: Liquor Law Violations	2012	0	0
	2013	0	0
	2014	0	0
Disciplinary Referrals: Liquor Law Violations	2012	0	0
	2013	0	0
	2014	0	0

- The college does not have on-campus student housing facilities or non-campus buildings or property.
- **Hate Crime:** *A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity. For purposes of this report, hate crimes include any of the above offenses, as well as the offenses of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, when they are motivated by bias. No hate crimes were reported for 2012, 2013, or 2014.*
- No crimes were determined to be "unfounded" by law enforcement officials and subsequently withheld from the crime statistics noted in the chart above.

UNIFORM CRIME REPORTING SYSTEM DEFINITIONS

In reporting crime statistics, colleges and universities are to use the following definitions from the Federal Bureau of Investigation's reporting system:

Murder and Non-Negligent Manslaughter: *The willful killing of one human being by another.*

Negligent Manslaughter: *The killing of another person through gross negligence.*

Sex Offenses:

In previous reports sex offenses were classified as "sex offenses—forcible" and "sex offenses—non-forcible" with definitions as follows:

Sexual Offenses – Forcible: *Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling).*

Sexual Offenses – Non-forcible: *Incidents of unlawful, non-forcible sexual intercourse (incest and statutory rape).*

New regulations applicable to this report now categorize the sex offenses as follows:

Rape: *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

Fondling: *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim.*

Incest: *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

Statutory rape: *Sexual intercourse with a person who is under the statutory age of consent.*

Robbery: *Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*

Aggravated Assault: *Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*

Burglary: *Unlawful entry of a structure to commit a felony or theft.*

Motor Vehicle Theft: *Theft or attempted theft of a motor vehicle.*

Arson: *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.*

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

Dating Violence: Violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

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

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.