



Garden City Community College Combined Annual Security Report And Fire Safety Report 2026

Statistics for 2023, 2024 & 2025

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Published by October 1, 2026.

INTRODUCTION

This report is provided in compliance with the Jeanne Clery Campus Safety Act as amended. It provides students and employees of Garden City 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.

POLICY FOR PREPARING THE ANNUAL REPORT

Preparation of the Annual Security Report and Disclosure of Crime Statistics

This report is prepared by the Dean of Student Services, Tammy Tabor in cooperation with the Garden City Community College Chief of Police, Title IX Coordinator, and the Vice President of Student Services. As well as including information provided by the College Health Nurse, and the Local Law Enforcement and various other elements of the College, to comply with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. The Annual Security & Fire Report is published each year on or before October 1 by the Campus Police Chief and Dean of Student Services. The Campus Police Chief, working in collaboration with relevant campus officials and law enforcement agencies, authors the report based upon:

- Information provided and maintained by Campus Security
- Information collected by and solicited from local law enforcement and other law enforcement agencies.

Each year an email notification is made to all enrolled students and employees that provides the website link to access this report. Hard copies of the report may also be obtained at no cost by contacting GCCC Campus Police & Safety Chief, Rodney Dozier or the Admissions Office. 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 the Chief of Police, Garden City Community College, 801 Campus Dr, Garden City, KS 67846.

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 Campus Police & Security Department is responsible for campus safety at the College.

Campus Police protect and serve the Garden City Community College Community. Pursuant to Kansas law, members of the Campus Police are empowered to enforce all state and local laws with the authority to make arrests and carry firearms: (a) on property owned, occupied or operated by the College or at the site of a function sponsored by the College ("College Property"); (b) on the streets, property and highways

immediately adjacent to College Property; and (c) within any city or county where College Property is located in order to protect the health, safety and welfare of students and employees of the College (with the appropriate agreement of local law enforcement agencies). College Property specifically includes, but is not limited to, the Garden City Community College (GCCC) main campus, and the GCCC Horse Palace.

The College has a written agreement with the City of Garden City Police Department and maintains a close working relationship with local police.

The Garden City Police Department and the Finney County Sheriff's Office has secondary law enforcement jurisdiction and authority on all property within the City of Garden City and Finney County, owned, leased or under the control of the College, and provides police services on said property unless deemed unnecessary by the Campus Police Chief, a Vice President or President of Garden City Community College.

The Garden City Community College Campus Police requests Local Law Enforcement to investigate any violent felony or missing student situation which occurs on any property within the City of Garden City or Finney County, owned, leased or under the control of the College. Victims of crimes are strongly encouraged by the College to report all crimes, and the Campus Police Department assists victims in making reports to the police.

The Local Law Enforcement Offices respond to College notifications and take appropriate action. When the Garden City Police Department executes a warrant on any property owned, leased or under control of the College, the Garden City Police Department when practical will request that a Campus Police officer accompany the City police officer. Efforts are made to refrain from interrupting a class to affect an arrest or to execute a search warrant unless reasonable circumstances are present.

CAMPUS SECURITY AUTHORITIES

While GCCC encourages all campus community members to promptly report all crimes and other emergencies directly to the Campus Police at 620-272-6828 or 911, we also recognize that some may prefer to report to other individuals or campus offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities" (CSAs). The Act defines these individuals, among other individuals, as "An Official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An Official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

While the College has identified several CSAs we officially designate the following offices as places where campus community members should report crimes.

- Rodney Dozier, Campus Police Chief, at 620-276-9603 or rodney.dozier@gcccks.edu
- Robert Scrivner, Campus Police Sergeant, at 620-276-9504 or robert.scrivner@gcccks.edu
- Randy Ralston, Campus Police Officer, at 620-276-9603 or randy.ralston@gcccks.edu
- LaMar Turner, Campus Safety Officer, at 620-276-9603 or antonio.turner@gcccks.edu
- Mark Scheopner, Campus Safety Officer, at 620-276-9728 or mark.scheopner@gcccks.edu
- Lance Miller, Campus Safety Officer, at 620-276-9603 or lance.miller@gcccks.edu
- Brandy Unruh, Associate Professor of Criminal Justice, 620-276-9503, brandy.unruh@gcccks.edu
- Colin Lamb, Vice President for Student Services / Athletics, at 620-276-9683 or colin.lamb@gcccks.edu
- Tammy Tabor, Dean of Student Services, at 620-276-9508 or tammy.tabor@gcccks.edu
- Lindsey Hawvermale, Student Accessibility and Tutoring Coordinator, 620-275-3280, lindsey.hawvermale@gcccks.edu
- Gordon "Chip" Schuler, Director of Residential Life, at 620-276-9642 or gordon.schuler@gcccks.edu
- Amy Leatherman, Office Manager for Residential Life, at 620-276-9516 or

- amy.leatherman@gcccks.edu
- Erika Rivas, Residential Life Advisor, at 620-276-9668 or erika.rivas@gcccks.edu
- Toure Boyd, Assistant Football/Res Life Coach, toure.boyd@gcccks.edu
- James Parker, Assistant Football/Res Life Coach, james.parker4123@gcccks.edu
- Sam Brandt, Assistant Football Coach/Res Life Coach, sam.brandt@gcccks.edu
- Daniel Ritter, Assistant Men's Basketball/Res Life Coach, 620-276-9581 or daniel.ritter@gcccks.edu
- Larry Teague, Assistant Women's Basketball, Residential Life Coach, larry.teague@gcccks.edu
- Madisen Smith, 2nd Assistant Women's Basketball/Res Life Coach, 620-276-9627 or madisen.smith@gcccks.edu
- Tripp Cecil, Assistant Men's Baseball/Residential Life Coach
- Tyrell Winn, Assistant Football/Residential Life Coach
- Yahir Camacho, Assistant Men's Soccer Coach/Residential Life, yahir.camacho@gcccks.edu
- Hannah Duncan, Assistant Women's Soccer/Residential Life Coach, hannah.duncan@gcccks.edu
- Emmett Statzer, Head Cross Country/Track & Field Coach / Assistant Athletic Director, at 620-276-9402 or emmett.statzer@gcccks.edu
- Mike Pilosof, Director of Athletics, at 620-276-0352 or mike.pilosof@gcccks.edu
- Kellee Munoz, Director of Title IX Coordinator / SGA Sponsor, at 620-276-9574 or kellee.munoz@gcccks.edu
- Dana Nanninga, Director of TRIO / SGA Sponsor, 620-276-9660, dana.nanninga@gcccks.edu
- Sydnee Claussen, Executive Director of Enrollment Management, 620-276-9662, sydnee.claussen@gcccks.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 approved police agency. 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 GCCC Campus Police & Safety at 620-272-6828.
- If a crime is in progress or there is some other situation posing imminent danger, call 911 immediately for local law enforcement.
- Individuals may also report criminal activity through the online Safety Assessment Form and may be anonymous.
- 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 the police.

CONFIDENTIAL REPORTING

Garden City Community College will protect the confidentiality of victims. Only those with a "need to know" purpose, will be informed of the identity for the purpose of investigating the crime, assisting the victim or disciplining the respondent.

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 Campus Safety & Security, 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 counselor, and other entities to, if and when they deem it appropriate, to inform the complainant to report crimes on a voluntary basis for inclusion in the annual report of crime statistics. The College does not have pastoral counselors.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

GCCC administrative building is open from 8:00 am to 4:30 pm Monday through Friday. Academic Building are generally open 7:00 am until 10:00 pm. Academic building access on weekends is only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or those otherwise with authorized access.

Many cultural and athletic events held at GCCC facilities are open to the public. Other facilities, such as the bookstore, library, and SCSC are open to the public. Only those who have approval are issued keys to a building.

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 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.

Campus residence halls are supervised by trained staff members who are assisted in their efforts to maintain security and assisted by Campus Police. Services include attention to lighting (including emergency lighting during power failures), locking of all building main entrances on a regular schedule, security programming (including fire safety drills, rape awareness programs, vandalism reduction programs), building rounds and door check performed by student staff, and enforcement of a guest security escort policy.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF FACILITIES

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 their area is secured and locked.

GCCC Campus Police works with the Facilities and Maintenance departments, or other building supervisors, to identify maintenance issues on campus that may be a safety concern. Safety checks are completed to identify street, or safety lights are not functioning properly, and ensure there is adequate lighting on pathways and egress lighting is working in hallways and stairwells. College employees routinely inspect building door locks and mechanisms, windows, and fire alarm systems. Burned out lights, broken

doors, windows, and malfunctioning alarm systems are repaired as quickly as possible. College employees are urged to report similar security and maintenance issues to Facilities or College Police & Safety.

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 BusterBiz app. Additional information is provided in the form of brochures and other displays, in student and employee handbooks, email blasts, and embedded within GCCC's student portal app, myGCCC. 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. Safety talks are provided within the College Skills classes offered at the beginning of each semester for all new students.

Crime prevention programs are also presented annually to faculty, staff and students. Additionally, security policy and procedure information are located in myGCCC, 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 RAVE Emergency and posted on GCCC's web page.

MONITORING OFF CAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

Garden City Community 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 University 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 University 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 has developed several prevention programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions. If a student has been found in violation of the College's alcohol and drug policies, they must report to the College Counselor for assessment and counseling. The College Counselor may also refer students to an Alcohol and Drug Abuse assessment, which must be completed. Students may also be referred to our campus partner, Genesis Family Health for services.

The College prohibits persons under 21 years of age from possessing or consuming cereal malt beverages or alcoholic liquor on campus or as part of the College's activities. The service and/or consumption of alcoholic liquor must be in full compliance with all state statutes and regulations. Violations of state law or College policies will be handled in accordance with applicable law enforcement and/or University disciplinary procedures. The College enforces the state's underage drinking laws.

In addition, employees who self-report a problem or are involved in a noted incident while at work will be referred to for services through the Guardian Program by Human Resources.

FEDERAL DRUG LAWS

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 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 USC 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 [Federal Trafficking Penalties Chart](#)

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

Category	Summary (Kansas Statutes)
	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, 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 \$1,000 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).

Category	Summary (Kansas Statutes)
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 Driving Under the Influence (DUI) 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. Id.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

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, see below.

- Student alcohol/drug policy: [Garden City Community College Student Handbook](#)
- Employee alcohol/drug policy: https://www.gcccks.edu/about_gccc/policies.aspx
- Alcohol/drug webpage: https://www.gcccks.edu/academics/counseling_advising/drug_and_alcohol_prevention.aspx
- Biennial review of the College's drug and alcohol abuse prevention program:
 To obtain a copy of the biennial review of the College's drug and alcohol abuse prevention program, please contact Vice President of Student Services, Colin Lamb, at 620-276-9683 or colin.lamb@gcccks.edu
 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, the College Health Nurse, the Title IX Coordinator, 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:

- GCCC Anti-Harassment and Nondiscrimination Policy: [GCCC Nondiscrimination and Anti-Harassment Policy](#)
- Student Handbook: [Student Handbook 2026-27](#)

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

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 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 Violence 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 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 family 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
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	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.
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 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.
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 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
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	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. § 215506(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. • Unlawful voluntary sexual relations (Kan.
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	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 Nondiscrimination / Anti-Harassment 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

Recognizing how language and attitudes of acceptance regarding inequitable or disrespectful relationships can lead to stalking, dating/domestic violence, and sexual assault is the first step to intervening. Students are informed that they play a key role in intervening at this very first level, well before any harmful behaviors might occur. When an incident of sexual misconduct or relationship violence is occurring or is likely to occur, we remind all students that they play another key role by engaging in socially responsible interventions. Through in person trainings provided by the prevention professionals and reinforced through online trainings, written educational materials and participation in special events, students learn how to intervene safely without engaging in or escalating dangerous situations; given specific resources such as law enforcement, prevention services personnel, and local sexual assault center contact; and encouraged to involve others and to ask other people for help with interventions. Students living in our residence halls are trained in knowing how to reach out to Housing staff or a Resident Assistant for help.

Risk reduction consists of options designed to decrease perpetration and bystander inaction; increase empowerment for victims to promote safety; and help individuals and communities address conditions that facilitate violence. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies suggested to reduce one's risk of sexual assault or harassment:

Personal Safety Reminders

- Be aware of your surroundings and of the behavior of the people around you. Follow your intuition and trust your feelings about a situation.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and ability to identify and act on your feelings. They also increase the opportunity for victimization.
- Be able to identify your sexual limits. It's your body, and no one has the right to force or pressure you to do anything you do not want to do.
- In general, the more information you have about a person, a situation and your own feelings and reactions, the safer you will feel.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.

Study/Workplace Safety

- Practice the buddy system. When working after hours let others know where you are, what time you plan to return, how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not leave your purse, backpack, briefcase, or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to safety and security.

Protect Yourself from Drug Facilitated Sexual Assault

- Never leave your drink unattended. Because they are colorless and odorless, drugs used in Drug Facilitated Sexual Assault can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and

request the hospital conduct toxicology testing.

- 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

Bystanders play a critical role in the prevention of sexual assaults, domestic violence, dating violence and stalking. For example, bystanders may have the power to stop assaults, get help for people who have been victimized, and/or alert the appropriate authorities. GCCC is committed to promoting a culture of shared accountability where bystanders are actively engaged in the prevention of prohibited conduct. As such, all members of the College community are encouraged to intervene or interrupt any acts of sexual violence they witness.

The following are ways bystanders can intervene:

- 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.
- Identify personnel barriers to intervening and strategies to safely work around them.
- 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.

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.

Key aspects of the OPAC:

- Consent is a Vibe

The PPAP and OPAC are carried out in a variety of ways, and, as appropriate, target specific audiences throughout the College. Methods include, but not limited to: presentations, online training modules through Vector Solutions, distribution of written materials, periodic emails, and guest speakers.

- 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 Title IX Coordinator, 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 Campus Safety & Security at 620-272-6828. You may also contact the College's Title IX Coordinator at 620-276-9574, or send a report/concern through the online [Safety Assessment Form](#).

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. Immediately go to CommonSpirit St. Catherine Hospital, 401 E Spruce St, Garden City, KS 67846 for examination and referral to an available SANE SART facility.

Forensic examinations can be done at Southwest Medical Center, 315 W 15th St, Liberal, KS 67901. More information can be found online at: <https://www.swmedcenter.com/index.php/services-2/southwest-sexual-assault-services/> Or at Hays Medical Center, 2220 Canterbury Dr, Hays, KS 67601.

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

- Campus Safety & Security 620-272-6828
- Garden City Police Department 620-276-1300

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/PFSSAHT General Instructions \(7-2023\).pdf](https://www.kansasjudicialcouncil.org/PFSSAHT%20General%20Instructions%20(7-2023).pdf) ([kansasjudicialcouncil.org](https://www.kansasjudicialcouncil.org))

- A Petition for Order of Protection should be filed in the Finney County District Court of Kansas. The address is: 425 N 8th, Garden City, KS 67846. The phone number is 620-271-6120. More information is available here: <https://www.kspop.org/index.php/en/>
- 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.

- Family Crisis Services provides advocates for victims of domestic violence through their services. Family Crisis Services can be contacted at 620-275-5911 or by email at director@fcsks.org or <https://www.domesticshelters.org/help/ks/garden-city/67846/family-crisis-services-inc>

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 Campus Police & 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.

Victims will be provided with 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

- JoAnn Garrier, Mental Health Counselor Office: SCSC or call 620-276-9635
joann.garrier@gcccks.edu
- Genesis Family Health, Mental Health Counseling: BTSC or call 620-275-1766,
bhgroup@genesishf.org
- 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, they 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 GCCC financial aid website can be found at: https://www.gcccks.edu/Tuition_Cost/default.aspx, or finaid@gcccks.edu

State/Local Resources

- GCCC Campus Security – 620-272-6828, Day & Evening
- Local Law Enforcement and Emergency Services – 911
- St. Catherine Hospital, **Emergency** – 911, *Non-Emergency* – 620-272-2222,
401 E Spruce St, Garden City, KS, [CommonSpirit - St. Catherine Hospital of Garden City](#)
- Compass Behavioral Health – 1111 E Spruce – 620-276-7689,
Hotline 1-800-259-9576

- Family Crisis Services, **Crisis Hotline** – office at 620-275-5911, 106 W Fulton St, Garden City, KS Also available Text 2 Talk for non-emergencies 620-640-9050.
- 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/>.

ACCOMMODATIONS AND PROTECTIVE MEASURES

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 620-276-9574, 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).

PROCEDURES FOR DISCIPLINARY ACTION

The rights of each individual at Garden City Community College deserve the respect and protection of administration, faculty, and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect. The main objectives of the disciplinary process are to protect members of the campus

community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the right of others, and to assure students due process if they have been charged with violating College rules and regulations as listed in the handbook.

In the event that sexual misconduct (as defined by College policy), gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Garden City Community College takes the matter very seriously. The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they are subject to action in accordance with the College's Equal Opportunity, Anti-Harassment, and Nondiscrimination Policy & Procedures.

A student or employee wishing to officially report such an incident may do so by contacting the Title IX Coordinator 620-276-9574, compliance@gcccks.edu, located in the Student & Community Services Center. Reports to the Title IX Coordinator may be made by phone, email, or in person or through the online reporting form at [Safety Assessment Form](#).

The College will initiate at least one of three responses:

- Offering supportive measures because the Complainant does not want to proceed formally,
- The initiation of an informal resolution,
- Or the initiation of a Formal Grievance Process including an investigation and a hearing.

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:

- GCCC Anti-Harassment and Nondiscrimination Policy: [GCCC Nondiscrimination and Anti-Harassment Policy](#)
- Student Handbook: [Student Handbook 2026-27](#)
- Employee Handbook: Printed copy provided by the Director of Human Resources, Alexis Saenz, at 620-276-0362, or alexis.saenz@gcccks.edu

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.

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.

ALTERNATIVE RESOLUTION APPROACHES

Alternative Resolution is an informal approach (including mediation, restorative practices, facilitated dialogue, etc.) by which the parties reach a mutually agreed upon resolution of a complaint. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the parties
- The nature and severity of the alleged misconduct
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history of the Respondent
- Whether an emergency removal is needed
- Skill of the Alternative Resolution facilitator with this type of complaint
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff,)

The ultimate determination of whether Alternative Resolution is available or successful is made by the Title IX Coordinator. The Title IX Coordinator is authorized to facilitate a resolution that is acceptable to all the

parties and/or to accept a resolution that is proposed by the parties, usually through their Advisors, including terms of confidentiality, release, and non-disparagement.

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 (e.g., referral for formal resolution, referral to the conduct process for failure to comply).

Results of complaints resolved by Alternative Resolution are not appealable.

RESPONDENT'S ACCEPTANCE OF RESPONSIBILITY

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, restrictions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon restrictions and remedies and determines the appropriate sanction(s) in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon resolution terms. 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(s) or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, 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.

Garden City Community College administrators, faculty, and staff respect and protect the rights of everyone at the College. To ensure the fair treatment of everyone, the College has established the following disciplinary process.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating College rules and regulations as listed in this Policy.

Violations of the Code of Conduct are a matter of concern to administrators, faculty, staff, and students. The Dean of Student Services is responsible for receiving reports of alleged violations of the Code of Conduct. This process applies to alleged violations of this Policy except for allegations of discrimination, harassment, retaliation, and/or sexual misconduct which follow the resolution processes outlined in the https://www.gccccks.edu/about_gccc/policies/title_ix_-_non-discrimination_and_anti-harassment.pdf.

Garden City's Student Disciplinary Process is a four-step model that consists of the following stages: Preliminary Inquiry, Investigation and Initial Decision, Disciplinary Review Committee Hearing, and Appeal to the Vice President for Student Services.

- Step 1: Preliminary Inquiry
 - Any member of the community - administrator, faculty, staff, student, or third-party - may report an allegation and/or file a complaint against a GCCC student with the Dean of Student Services. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Student Services and/or to Campus Police.
 - The Dean of Student Services will conduct a preliminary inquiry into the nature of the incident, complaint, or notice of alleged policy violation, the evidence available, and the parties involved. The preliminary inquiry is a neutral fact-finding process that is used to determine whether there is sufficient information to warrant action by the College. Preliminary meetings with the Complainant and/or witnesses may occur before initiating the student conduct process or contacting the Respondent. If the Respondent is contacted about the complaint during the preliminary inquiry, the Respondent will be made aware of the initiation of the preliminary inquiry and that the incident could result in a student conduct process being initiated. The preliminary inquiry may result in any of the following:
 - No Action: If there is insufficient credible information to indicate a violation occurred, the complaint will not be advanced to the formal student conduct process. The information will be retained by the College to document that the matter was reviewed.
 - Educational Conversation: If the information provided is concerning but does not reach the level of a potential policy violation (e.g., an incident that occurs outside of the College's jurisdiction or repeated low-level behaviors), College officials may have an educational conversation about the behavior with the Respondent.
 - Conflict Resolution: The Dean of Student Services has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and be bound by the decision with no hearing/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing. The Dean of Student Services may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation or other appropriate conflict resolution.
 - Initiation of Conduct Process: If there is reasonable cause to believe that a student/student organization may have violated this Policy, the formal conduct process will be initiated. A student Respondent facing an alleged violation of this Policy is not permitted to withdraw from the College until all allegations are resolved, unless special permission to do so is granted by the Dean of Student Services, in writing.
- Step 2: Investigation and Initial Decision
 - The Dean of Student Services will assign the allegation(s) for investigation to either the GCCC Campus Police Department or another College official, if investigation is warranted. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all available relevant parties and witnesses and the Investigator will obtain all available relevant evidence. Once the initiation of the investigation has occurred, the Respondent (including student groups or the president on record for a student organization) will be provided with written notice of the investigation a minimum of two (2) days before the Investigator schedules an investigation interview, barring any exigent circumstances. The notice will include the following:
 - The alleged policy violation(s) and any potential sanctions that could be imposed.
 - A link to the College policy(ies) implicated.
 - A link to the College procedures used to resolve the complaint.
 - The date and time of the scheduled investigation interview.
 - An explanation of the ability to have an advisor of choice present throughout the student conduct process.

- The contact information for the College officials assigned to resolve the complaint.
- Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the Respondent's College-issued email or designated accounts. Once emailed and/or received in-person, notice will be presumptively delivered.
- During the Respondent's investigation interview, the Investigator will explain the Respondent's rights and responsibilities, the alleged policy violation(s), and provide the Respondent an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The Investigator will also answer questions about the conduct process. The Investigator may provide a range of possible outcomes for the alleged violation(s), but the Investigator cannot ensure that a specific outcome will occur.
- Once the investigation has concluded, the Investigator will compile a summary investigation report, including recommended finding(s) as to whether the Respondent violated the Code of Conduct, using the preponderance of the evidence standard (see Glossary of Terms).
- The investigation report is then forwarded to the Adjudicator (in most cases the Dean of Student Services, or designee). The Adjudicator will provide the Respondent with a copy of the investigation report and finding(s) and include a copy of this procedural regulation. This notice will be given to the Respondent and to their parent(s) or guardian(s) if student is a dependent and under 18 years of age.
- Findings:

The following options describe how the complaint will proceed depending on whether the Respondent is found responsible by the Investigator for violating College policy.

- The Respondent is found "Not Responsible"

Where the Respondent is found not responsible for the alleged policy violation(s), the investigation will be closed. The Complainant, if any, may request that the Adjudicator review the investigation file and possibly reopen the investigation or convene a hearing (as outlined in Steps 2 and 3). The decision to reopen an investigation or convene a hearing rests solely in the discretion of the Adjudicator and is granted only on the basis of extraordinary cause.

- The Respondent accepts a finding of "Responsible"

Where the Respondent accepts the Investigator's finding that they violated College policy, the Adjudicator will recommend appropriate sanctions for the violation. If the Respondent accepts the recommended sanctions, the sanctions are implemented, and the process ends. There will be a three (3) day period for review between the date of the acceptance and when the resolution becomes final. The Respondent can decide to reject the sanctions within that time period and send the complaint to a hearing. Once a Respondent accepts responsibility and recommended sanctions, and the three (3) day review period ends, the Adjudicator's determination is final and not subject to appeal.

- The Respondent rejects the finding of "Responsible"

Where the Respondent rejects the Investigator's finding that they violated College policy, or does not accept the Adjudicator's recommended sanctions, a formal hearing will be convened, as outlined in Step 3.

- Step 3: Disciplinary Review Committee Hearing
 - Respondents may request a hearing from the Dean of Student Services with the Disciplinary Review Committee within two (2) days of receiving the recommended finding of responsibility from the Adjudicator. Within five (5) days of receiving the written request for a hearing, the Dean of Student Services will send a Notice of Hearing and notify the Respondent (and the Complainant, if any) of the date, time, and place of the hearing with the Disciplinary Review Committee. The Disciplinary Review Committee is comprised of three (3) trained faculty and staff members. The Dean of Student Services will appoint one member of the Disciplinary Review Committee to Chair the hearing. Hearings are conducted privately per state privacy laws and the Family Educational Rights and Privacy Act (FERPA). The hearing may be held to determine if Policy has been violated, or if a Policy violation has been admitted by the Respondent, for the purpose of assigning sanctions, only.
 - The Complainant (if any), Respondent, and their respective advisors are permitted to attend the entire hearing, except for deliberations.

- In complaints involving multiple Respondents, the Dean of Student Services may determine that hearings be conducted jointly. Any Respondent who requests to have their hearing conducted individually may submit a written request a minimum of three (3) days before the scheduled hearing to the Dean of Student Services or designee who will decide whether to grant the request. The College may arrange for witnesses to attend the hearing and present relevant evidence. Failure of a witness to appear will not automatically require a delay or affect the validity of the proceedings. A decision will be made on the evidence presented during the hearing, including the evidence from the investigation report. The parties and witnesses will provide evidence to, and answer questions from, the Disciplinary Review Committee. Questions may be suggested by the Complainant or the Respondent to be answered by each other or by other witnesses. Suggested questions from the parties will be posed by the Disciplinary Review Committee. The Chair reserves the right to rephrase a question or to refrain from asking suggested questions that are not relevant.
- All procedural questions are subject to the final decision of the Chair with the assistance of the Dean of Student Services.
- If the Respondent, with adequate notice, does not attend a hearing, the hearing will typically proceed in the Respondent's absence. The Respondent will not be presumed to be in violation, even if they choose not to attend the hearing.
- The College may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Respondent, and/or witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation remotely, by written statement, or other means, where the College deems this accommodation to be appropriate.
- Once the hearing concludes, the Disciplinary Review Committee will deliberate and determine by simple majority whether the Respondent is responsible for violating College Policy using the preponderance of the evidence standard. The Disciplinary Review will issue sanctions in cases where the Respondent is found responsible for violating College Policy. The Chair will prepare a written outcome letter and deliver it to the Dean of Student Services, detailing the recommended finding, the evidence that supports the determination, and any evidence the Disciplinary Review Committee excluded from consideration and why. This outcome letter should conclude with any recommended sanction(s). This letter must be submitted to the Dean of Student Services within five (5) days of the end of deliberations unless the Dean of Student Services grants an extension.
- The Dean of Student Services will inform the Respondent (and any Complainant) of the Disciplinary Review Committee's decision, typically within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the student's College- issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered.
- Hearings (but not deliberations) are recorded by the College for the purpose of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted.
- Step 4: Appeal to the Vice President for Student Services
 - Appeals must be based on at least one of the grounds for appeal outlined in the Appeals section below. Should a Complainant, if any, or Respondent request to appeal the decision made by the Disciplinary Review Committee, they may do so, in writing, directly to the Vice President of Student Services. The Vice President of Student Services will review all the documentation that was presented to the Disciplinary Review Committee during the hearing and conducts the appeal largely as a paper review of the record. Complainants, if any, and Respondents will be notified of appeal results in writing.
 - The Vice President for Student Services' decision is final.

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

FORMAL GRIEVANCE PROCESS

Initial Assessment

Following receipt of notice or a Formal Complaint of an alleged violation of this Policy, the Title IX Coordinator⁸ engages in an initial assessment, typically within one to five (1-5) business days. The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a Formal Complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a Formal Complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- 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 needs, determine appropriate supports, 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, which informal mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
 - If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the misconduct alleged falls within the scope of the 2020 Title IX regulations:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue
 - If alleged misconduct does not fall within the scope of the Title IX regulations, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, and will refer the matter accordingly. Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX, which does not limit the College’s authority to address a complaint with an appropriate process and remedies.

NOTICE OF INVESTIGATION AND ALLEGATIONS

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them to all meetings.

RESOLUTION TIMELINE

The College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business daytime period, including appeal, which can be extended as necessary for appropriate cause by

the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

APPOINTMENT OF INVESTIGATORS

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints an investigator(s) to conduct the investigation usually within two (2) business days of determining that an investigation should proceed.

ENSURING IMPARTIALITY

Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator, and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with President of the College.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation.

Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

INVESTIGATION TIMELINE

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, law enforcement involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

INVESTIGATION PROCESS DELAYS AND INTERACTIONS WITH LAW ENFORCEMENT

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or health conditions.

The College will communicate the anticipated duration of the delay and reason to the parties in writing and provide the parties with status updates if necessary. The College will promptly resume its investigation and Resolution Process as soon as feasible. During such a delay, the College will implement supportive measures as deemed appropriate.

The College's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

EVIDENTIARY CONSIDERATIONS IN THE INVESTIGATION

Neither the investigation nor the hearing will consider: (1) incidents not relevant or not directly related to the possible violation(s), unless they evidence a pattern; or (2) questions and evidence about the Complainant's sexual predisposition; or (3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Within the boundaries stated above, the investigation and the hearing can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

REFERRAL FOR HEARING

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the Investigation –when the final investigation report is transmitted to the parties and the Decision-maker(s)–unless all parties and the Decision-maker(s) agree to an expedited timeline.

The Title IX Coordinator will select appropriate Decision-makers from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-makers depending on the context of the alleged misconduct.

HEARING PROCEDURES

At the hearing, the Decision-makers have the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Non-Discrimination/Anti-Harassment Policy.

Participants at the hearing will include the Chair, hearing committee members, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator, and anyone providing authorized accommodations and/or assistive services. The Chair will answer all questions about the procedure.

Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-makers and the parties and will then be excused.

DELIBERATION, DECISION-MAKING, AND STANDARD OF PROOF

The Decision-makers will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Decision-makers may then consider the previously submitted party impact and/or mitigation statement(s) in determining appropriate sanction(s). The Chair will ensure that each of the parties has an opportunity to review any submitted impact and/or mitigation statement(s) once they are submitted.

The Decision-makers will review the statements and any pertinent conduct history provided by appropriate administrator(s) and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Chair will then prepare a written statement detailing all findings and final determinations, the rationale(s) explaining the decision(s), the evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s) and will deliver the statement to the Title IX Coordinator.

This report must be submitted to the Title IX Coordinator within two (2) business days of the end of the deliberations, unless the Title IX Coordinator grants an extension. If an extension is necessary, the Title IX Coordinator will notify the parties.

NOTICE OF OUTCOME

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome letter. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five (5) business days of receiving the Decision-makers' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the parties' College - issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will articulate the specific alleged policy violation(s), including the relevant policy section(s), and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding for each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law; any sanction(s) issued which the College is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant to ensure access to the College's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered final by the College, will note any changes to the outcome and/or sanction(s) that occur prior to finalization, and the relevant procedures and bases for appeal.

RIGHTS OF THE PARTIES IN AN INSTITUTIONAL PROCEEDING

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.

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- Such training addresses topics such as the definition of sexual harassment; the scope of the 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://www.gcccks.edu/about/title-ix-compliance.html>
- 3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- 4. Have the outcome determined using the preponderance of the evidence standard.
- 5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

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.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-makers

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy may be in addition to other actions or sanctions imposed by external authorities.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a grievance process at any time, and/or referring that information to another process for resolution.

POSSIBLE SANCTIONS OR PROTECTIVE MEASURES THAT THE COLLEGE MAY IMPOSE FOR DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING OFFENSES

Possible sanctions or protective measures

A student adjudicated responsible for violations of the Student Code of Conduct shall be subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances, which may include one or more of the following sanctions:

1. Disciplinary Warning
2. Disciplinary Probation
3. Suspension
4. Dismissal
5. Loss of College Privileges
6. Residence Hall Transfer or Removal
7. No Contact Order
8. Campus and/or Building Ban
9. No Trespass order

For more information about the rights of the victim, rights of the accused, and the judicial process, refer to GCCC catalog and student handbooks.

Employee Sanctions/Responsive Actions

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

- Corrective Action
- Suspension
- Separation
- Job Reassignment
- Loss of College Privileges
- No Contact Order
- No Trespass Order
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, the College may assign any other sanctions/actions as deemed appropriate.

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.

POLICIES, PROCEDURES, RELATED TO HAZING

Stop Campus Hazing Act (SCHA)

The [Stop Campus Hazing Act](#) (SCHA) amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Campus statistics Act (Clery Act). Notably, the bill also changes the name of the Clery Act to the "Jeanne Clery Campus Safety Act," representing the Act's evolution in addressing broad campus safety needs. The Stop Campus Hazing Act was signed into law on December 23, 2024.

The Stop Campus Hazing Act lists several examples of actions that may constitute hazing, such as: whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity.

Under the Stop Campus Hazing Act, hazing is not limited to groups historically associated with hazing, such as fraternities and sororities, but extends to many types of student clubs, organizations, and teams. "Student Organization" is defined as an organization operating at GCCC that has two or more GCCC students as members. Student Organizations include, but are not limited to, recognized student organizations, athletic teams, club sports teams, bands, choirs, student government, and other student societies, clubs, and associations meeting on campus. [Garden City Community College Hazing Policy](#)

The Stop Campus Hazing Act lists several examples of actions that may constitute hazing, such as: whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."

The Stop Campus Hazing Act requires colleges to undertake three main tasks:

- Adopt anti-hazing policies, offer hazing prevention programs, and publicize how to report incidents of hazing
- Include hazing statistics in the Annual Security Reports required by the Clery Act
- If a hazing incident occurs, publish a Campus Hazing Transparency Report on the College website

How to Report Hazing

All incidents of hazing should be reported to the Vice President of Services. All such incidents will be investigated and processed according to the procedures in the Student Code of Conduct.

- Colin Lamb, Vice President of Student Services, colin.lamb@gcccks.edu, (620) 276-9683
- Tammy Tabor, Dean of Student Services, tammy.tabor@gcccks.edu, (620) 276-9508.
- GCCC Campus Police, Rodney Dozier, Campus Police Chief, Rodney.dozier@gcccks.edu, (620) 272-6828 or dial 911.
- Report online, using the [Safety Assessment Form](#). Anonymous reports are accepted.

Kansas Law – Hazing is Illegal

Hazing has long been illegal under the laws of the State of Kansas. K.S.A. 21-5418 states:

Crime Type (Kansas Statutes Annotated)	Definition
Hazing	• Hazing (Kan. Stat. Ann. § 21-5418): "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.

Sex Offender Registry and Access to Related Information

In accordance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974 (FERPA), the College provides a link on its website to the [Kansas Bureau of Investigation \(KBI\) Registered Offender](#).

The Federal Campus Sex Crimes Prevention Act, enacted October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue statements advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In accordance with Kansas State Statute 22-4904 ("Registration of Offender"), convicted sex offenders in Kansas must register with the county sheriff within 10 days of establishing permanent or temporary residence.

The KBI makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify the College if an offender or predator is enrolled, employed, or carrying on a vocation at the College. The Garden City Community Campus Police Department is required to inform members of the campus community where to obtain information about such offenders.

In addition to the above notice to the State of Kansas, the College requires offenders who are required to register with law enforcement authorities to also register with the Garden City Community College Campus Police Department prior to the start of that student's first class at GCCC following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

Any member of the Garden City Community College Campus Community who wishes to obtain further information regarding sexual offenders on campus may contact the Campus Police Chief or refer to the KBI website or use the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county, or ZIP code in the state.

TIMELY WARNINGS AND EMERGENCY RESPONSE

TIMELY WARNINGS

The Campus Crime Alert ("Alert") is provided to give students, faculty and staff timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

The warning should be issued as soon as pertinent information is available because the intent of a timely warning is to alert the campus community of continuing threats especially concerning safety, thereby enabling community members to protect themselves.

Timely Warning Procedure

In the event that a situation arises, either on or off campus, that, in the judgement of the President, and/or Campus Police Chief, and/or Vice President for Student Services or designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Alerts are created and distributed by Campus Police and/or the Vice President for Student Services, their designee with the assistance of the Information Technology department.

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

- Rodney Dozier, Campus Police Chief, at 620-276-9536 or rodney.dozier@gcccks.edu
- Colin Lamb, Vice President for Student Services / Athletics, at 620-276-9683 or colin.lamb@gcccks.edu

Following the notification of an emergency situation by either off-campus Emergency Agencies or an on-campus report, the President, Vice President for Student Services or the Campus Police Chief or designee(s) will assess and verify the report and determine if an incident presents an immediate or ongoing threat to the College community. One or all these College Officers then direct or implement a Timely Warning. If the information has been verified, the warning will be issued through the RAVE Emergency Notification System, email, and the Garden City Community College App (voice recording to stakeholder cell phones and home phones, text messages to stakeholder cell phones, emails to all student/employee email accounts).

Whenever the Garden City Police issue a news release about an off-campus crime that represents a serious or on-going threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Campus Crime Alerts typically include the following information:

1. A succinct statement of the incident
2. Any connection to previous incidents
3. Physical description and/or composite drawing of the suspect, if appropriate
4. Date and time the Alert released
5. Other relevant important information
6. Appropriate safety

Methods for issuing Timely Warnings and Emergency Notifications

Method	Sign Up Instructions
Posting on College's Website	No sign-up required
Timely Warning Notifications	BusterBiz App. The FREE Busterbiz App can be downloaded to smartphones via Google and Apple App stores. And the Rave Emergency Alert System.
Automated Text/Email/Voicemail through RAVE system	This is an opt out option. Students are automatically enrolled. This is a free automated text/call service.
Emergency 2-way Radios	As part of the Emergency Preparedness Program, primary Building Emergency Leaders (BELs) are equipped with 2-way handheld radios for mobile emergency communication with Campus Police.
Social Media	The College may use its official Facebook and X sites to inform followers of an emergency.

TESTING & DOCUMENTATION

The College tests its emergency response

Testing & Documentation

The College tests its emergency response and evacuation procedures each semester. All drills will be announced. The College does not implement any unannounced drills. Following these tests, results are analyzed and adjustments to recipient or system anomalies performed. Also, at various times the Safety Task Force and BEL Leaders meet to train and test and evaluate the College's emergency response plan.

The Campus Police Chief maintains a record of these tests and training exercises, including a description of them, the dates and times they were held. In connection with at least one such test, the College will distribute to its students and employee's information to remind them of the College's emergency procedures. The College also completes weekly radio tests, led by Campus Safety and Security to the BEL Leaders. A log of each response is held with Campus Safety and Security for 2 years.

The Role of Building Emergency Leaders

Building Emergency Leaders (BEL) have an important role in campus emergency/disasters to prepare and respond and serve as the communication liaison between Campus Police and the building occupants.

The BEL will be equipped with a College radio to pass on the instructions and information to staff, students, and visitors during an emergency. The BEL initiates and manages the evacuation so that the building occupants arrive at the predetermined shelter or assembly area. The BEL helps to determine who was in the building at the time of the emergency and reports this information to Campus Police. The BEL will also be the main building contact for official information related to severe weather (watches and warnings).

The role of a BEL is critical for overall safety, greater emergency preparedness and ultimately an enhanced emergency response.

Building Emergency Leader Duties and Responsibilities

- 1) Serve as the communications liaison between Campus Police and building occupants.
- 2) Coordinate building reporting and accountability at the designated assembly area for all building occupants.
- 3) Post notices, and disseminate information about building preparations, activities, and campus safety programs.
- 4) Train alternates and backs-ups to assume duties when the BEL is on vacation, absent or not available and coordinates after-hours alternates building notification plans. Campus Police will provide assistance as needed.
- 5) Attends all training activities specifically organized for BELs
- 6) During the following emergencies, the BEL should:
 - **Tornados-** monitor radio traffic on the Emergency Communication System. If a tornado warning is announced, notify all occupants of the building, and seek shelter.
 - **Medical Emergencies-** immediately call 911 when notified of a medical emergency. Answer all the questions asked by the police dispatcher. Notify Campus Police via the Emergency Communications radio. Direct first responders to the emergency.
 - **Fire-** Immediately call 911; answer all the questions asked by the police dispatcher.

Evacuate the building when the fire alarm sounds. Relay the emergency information to all occupants as you exit the building. Notify Campus Police via the Emergency Communications radio. Officers will assist with the evacuation of the building. Verify the safety of all students and staff (class/staff rosters).

- **Gas/Ammonia Leaks-** Immediately call 911 if emergency conditions exist. Answer all of the questions asked by the police dispatcher. Notify Campus Police will assess the situation. If necessary, officers will evacuate the building and coordinate with the Garden City Fire Department. If an emergency exists, relay information to all the occupants as you exit the building. Verify the safety of all students and staff (class/staff rosters).
- **Armed Intruder-** Immediately call 911 when notified of the emergency. Answer all the questions asked by the police dispatcher. Notify Campus Police via the Emergency Communications radio. Follow “Run, Hide, Fight” Principles. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training is to prepare individuals to handle the threat of an armed intruder. ALICE teaches individuals to participate in their own survival, while leading others to safety. No one can guarantee success in this type of situation; however, this new set of skills will greatly increase the odds of survival should anyone face this type of attack.
 - Run if a safe path is available. Try to escape or evacuate even if others insist on staying. Listen for/or receive specific, real-time information and call 911. Also, notify Campus Police via the Emergency Communications radio.
 - If you cannot get out safely, find a place to hide. Lockdown or shelter in place by locking down and barricading entry points. Get low to the floor, spread out and turn off lights. Silence your cell phones and turn down the volume to your radio (to its lowest setting).
 - Listen for, or give, real-time updates by any communication means possible if it is safe to do so.
 - As a last resort, distract the attacker by movement, noise, or any means possible and create distance from the threat. Taking this action decreases the shooter's chances of hitting a target and can provide the precious seconds needed to evacuate. When confronted directly with a life-and-death situation, individuals should use any actions necessary to defend themselves. Work together or alone if necessary and act with aggression, use improvised weapons and fight. It is about survival; anything a person can do to gain control is acceptable
 - Put distance between you and the attacker. Do not go to your car, evacuate on foot, seek assistance in a safe area, and stay alert to College information. No matter where you are, be familiar with your surroundings and know your escape routes. Do not be an easy target and never give up! “Run, Hide, Fight” is not designed to be sequential. Any or all options apply.

MISSING STUDENT POLICY

A missing student is defined as any Garden City Community College student who resides in a facility owned or operated by Garden City Community College and who is reported as missing from their residence hall room/apartment.

If any member of the Garden City Community College community has reason to believe that a student is missing, they should immediately notify the GCCC Campus Police and/or the Residential Life Director. All possible efforts will be made to locate the student and to determine their state of health and well-being through collaboration of the GCCC Campus Police Chief or designee, Vice President for Student Services, and the missing student's family and friends.

A missing student should be reported as soon as possible to the GCCC Campus Police and/or the Residential Life Director. Once a missing student is reported, GCCC Campus Police will work in conjunction

with the Vice President for Student Services and the Residential Life office to ascertain as much information as possible. The procedures that will be followed will include, but are not limited to the following:

1. 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.
2. Gather information:
 - Where student was last seen
 - What student was doing at the time of disappearance
 - What the student was planning on doing after
 - What time the student was expected to return
 - Who was the student with
 - Description of clothing, vehicle, etc.
3. Attempt to locate person from information obtained.
4. Vice President for Student Services, or designee, notifies family members.
5. Convene with Safety Committee.
6. Director of College Relations and Marketing may contact media with predetermined message that has been coordinated with Local Law Enforcement.
7. The GCCC Campus Police will coordinate search efforts with the campus and community and enter the person into the National Crime Information Center (NCIC) as a missing individual.
8. Provide victim assistance services as needed.

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 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 to be 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.

CONTACTS

GCCC Police—620-272-6828

Residential Life Office—620-276-9516 or 620-276-9642

Crime Statistics

Criminal Offenses - On Campus			
	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	4	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	1
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Referral, Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	1
Drug Abuse Violations	8	4	15
Liquor Law Violations	17	44	62

Criminal Offenses - Noncampus			
	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Referral, Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Criminal Offenses - On Campus Student Housing

	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	1
Fondling	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	3	0	0
Liquor Law Violations	0	0	0
Referral, Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	1	1	0
Drug Abuse Violations	8	3	15
Liquor Law Violations	17	44	62

Criminal Offenses - Public Property

	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	2	0	1
Liquor Law Violations	0	0	0
Referral, Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Hazing Statistics - On Campus Student Housing			
	2025		
Hazing statistics	0		

Hazing Statistics - Public Property			
	2025		
Hazing statistics	0		

Hazing Statistics - On Campus			
	2025		
Hazing statistics	0		

Hazing Statistics – Non-Campus			
	2025		
Hazing statistics	0		

Annual Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Garden City Community College.

Definitions:

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including any injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control, and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss such as business interruption.

Fire Statistics for On-Campus Student Housing Facilities

A fire log is kept at the Residential Life Office and is open to the public during normal business hours. Garden City Community College maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time, and general location of each fire.

The Fire log entry or an addition to an entry shall be made within two business days of the receipt of information. The fire log for the most recent 60 day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

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.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

West Hall is equipped with a new fire alarms system installed in the summer of 2010. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email.

System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

East Unit rooms are equipped with a new fire alarms system installed in the summer of 2011. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email. System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

Apartments "A", "B", and "C" are equipped with individual smoke detectors in each bedroom and living room. All smoke detectors in an apartment are interconnected so they will all sound in the event of a fire. Smoke detectors are powered by building power as well as batteries for a backup. Fire extinguishers are available in all apartments.

Fire Alarm Testing and Inspections Individual components of the fire alarms systems are tested annually by a certified fire alarm company in accordance with NFPA 72, National Fire Alarm Code.

Residence Hall Fire Drills

Fire drills are held twice a year, once a semester, for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with Campus Police, facilities personnel and the residence hall staff. Students who fail to leave the building during a fire drill are fined and the incident is turned over to the Residential Life Director.

Prohibitions on portable electrical appliances, smoking, and open flames

Residential Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flames are prohibited in residence halls. There are limits on the number of electrical appliances allowed in a specific room.

During fall semester a Residential Life RA will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the RA or staff member into your room at that time. If resident(s) are not present, the room will be inspected without resident present, and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and the resident will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate(s) will be fined and subject to disciplinary action.

Violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of a portable heater
- Evidence of a tampered smoked detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds-including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

Smoking policy: Garden City Community College prohibits smoking in any of the

Residence Halls and only allows smoking in designated areas by those 21 and older.

Reporting a Fire: Students reporting a fire should contact Security and dial 911. If the fire event is no longer a danger, they should contact the Residential Life Director, Supervisor, or Residential Assistant to report the incident to Security.

EVACUATION PROCEDURES

Residential Life policy on evacuation from residence halls is in the Residential Life student handbook and is discussed with residents when they move into the residence hall, as follows:

Know the emergency routes from your room and hall.

- Check to see if your door is hot or has smoke around it. If so, stay in your room, stay low, and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the hall director or a member of the Residential Life staff acting on behalf of the Residential Life Director or public safety.
- If you can use a fire extinguisher in your hall without endangering yourself, do so. However, your first concern is the safety of yourself and others. Do not attempt to extinguish a fire if your personal safety becomes threatened.

A fire safety inspection is conducted in the first semester to ensure residents are abiding by all regulations. Residential Life Residence Assistants and staff will have training annually on fire safety.

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.

Placards for Evacuation Plans are on display in every building.

Fire Safety System in Residential Facilities

Facility	Yearly Evacuation (Fire) Drills	Smoke Detection	Fire Ex Devices	Evacuation Plans placards
West Hall	2	X	X	X
East Units	2	X	X	X
Apartment Building "A"	2	X	X	X
Apartment Building "B"	2	X	X	X
Apartment Building "C"	2	X	X	X
Broncbuster Housing "A"	2	X	X	X
Broncbuster Housing "B"	2	X	X	X
Broncbuster Housing "C"	2	X	X	X
Broncbuster Housing "D"	2	X	X	X
Broncbuster Housing "E"	2	X	X	X
Broncbuster Housing "F"	2	X	X	X
Broncbuster Housing "G"	2	X	X	X
Broncbuster Housing "H"	2	X	X	X
Broncbuster Housing "I"	2	X	X	X
Suites 1703 Laurel	2	X	X	X
Suites 1707 Laurel	2	X	X	X
Suites 1709 Laurel	2	X	X	X
Suites 1713 Laurel	2	X	X	X
Suites 1803 Laurel	2	X	X	X
Suites 1805 Laurel	2	X	X	X
Suites 1807 Laurel	2	X	X	X
Suites 1809 Laurel	2	X	X	X