

Policy Acknowledgement

NOTE: This policy packet contains 86 pages. You are only required to print the *signature pages*. To do this, select **File, Print**, select **Pages** under **Page Range** and type the page numbers of these two pages, separated by a comma. You may also print the entire document if you desire, by selecting the **Print** button that is displayed on the document.

DRUG FREE WORK PLACE POLICY and SUBSTANCE ABUSE POLICY

It is the intent and obligation of Bowling Green State University to provide a drug-free work environment.

Employees must, as a condition of employment abide by the terms of the policy and report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within (5) days after the conviction (this requirement is mandated by the Drug-Free Workplace Act of 1988).

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbooks/Academic Charter.

SEXUAL HARASSMENT POLICY STATEMENT AND GRIEVANCE PROCEDURES

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students, and is in keeping with the spirit and intent of guidelines or discrimination because of sex.

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbooks/Academic Charter.

CODE OF ETHICS AND CONDUCT POLICY

It is the policy of Bowling Green State University ("University") to pursue its mission and conduct its academic and business affairs with the highest degree of integrity and honesty and in a manner that is, and appears to be, in full accord with principles of academic excellence, canons of ethical and professional conduct, and all controlling law.

The purpose of this University Code of Ethics and Conduct ("Code") is to summarize fundamental principles of ethical conduct that are applicable to all members of the University community.

There is no additional information on this Code of Ethics and Conduct Policy in either employee handbook or in the Charter's Faculty Handbook although the policy applies to all employees.

FAMILY MEDICAL LEAVE ACT OF 1993

Bowling Green State University understands the importance of family issues in today's workforce. Provided is information regarding the Family Medical Leave Act of 1993 (FMLA), should an employee find it necessary to take leave to address certain obligations or his/her own serious health condition or that of an immediate family member.

FMLA provides eligible faculty and staff with up to 12 workweeks (or 26 workweeks to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty) of leave during any 12-month period. Any medical leave of absence that is over three days in duration, requires hospitalization or is related to a chronic, re-occurring condition will run concurrently with the Family Medical Leave Act, as long as proper medical documentation is provided.

THE CLERY ACT

The security of all members of the campus community is of vital concern to Bowling Green State University.

The BGSU Department of Public Safety annually reports campus crimes to the FBI under the Uniform Crime Report. Additionally, pursuant to The Clery Act (originally known as the Crime Awareness and Campus Security Act of 1990), the Department of Public Safety annually reports information to students and employees regarding institutional crime statistics.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by BGSU; and on public property within, or immediately adjacent to and accessible from, the campus. A copy of the report can also be obtained by contacting the Department of Public Safety at 419-372-2346, 100 College Park Office Building, or on its Web site

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent
- The release of information which has been designated by the University as Directory information (except for those students who have requested to have this information withheld).

Detailed information regarding student rights as set forth in FERPA is available in the Student Affairs Handbook and on the [BGSU FERPA Web site](#). If you have questions, please contact the Office of Registration and Records for clarification.

Policy Acknowledgement

- I received the Drug Free Workplace Policy and Substance Abuse Policy handout. I understand the policy and agree to abide by the terms of the Policy.
- I received the brochure on BGSU's Sexual Harassment Policy Statement and Grievance Procedures. I understand the policy and agree to abide by the terms of the policy.
- I received the Code of Ethics and Conduct Policy handout. I understand the policy and agree to abide by the terms of the policy.
- I received the Family Medical Leave Act of 1993 handout.
- I received information about the Clery Act and the current crime statistics for the BGSU Main Campus and BGSU Firelands.
- I received the information on The Family Educational Rights and Privacy Act of 1974. I understand the policy and agree to abide by the terms of the policy.
- I further acknowledge that I have been instructed how to access the *Administrative Staff Council* and *Classified Staff Council Handbooks* and the *Commonly Shared Employment Policies for BGSU Faculty, Administrative and Classified Staff* Web page and will read the appropriate handbook and the Commonly Shared Employment policies.

Staff Member Signature

Printed Name

Department: _____

Date: _____

STATE OF OHIO HOUSE BILL 66 – AUDITOR’S FRAUD HOTLINE

In 2003, the State Auditor, Betty Montgomery, created the Auditor of the State’s Fraud hotline. This hotline was established to give all Ohioans a means to report government fraud. House Bill 66 provides changes to this hotline.

- All Ohio community offices, including schools, must inform all employees of this hotline and must also inform all newly hired employees of this hotline.
- Within 30 days of their employment, all newly hired employees must acknowledge in writing that they received the information on this hotline.
- This bill extends “whistle-blower protection.” Any State of Ohio employee who reports a potentially fraudulent issue to the hotline will be protected against any retaliatory or disciplinary actions.

Detailed information on House Bill 66 is available on the Internet at http://www.legislature.state.oh.us/bills.cfm?ID=129_HB_66. To report fraud either online or by phone, please visit the Ohio Auditor of State Web site <http://www.auditor.state.oh.us/fraudcenter/default.htm>.

Intentional blank page for printing

Acknowledgement of receipt of Auditor of State fraud-reporting system information

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging that Bowling Green State University provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

I _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

PRINT NAME, TITLE, AND DEPARTMENT

PLEASE SIGN NAME

DATE

Intentional blank page for printing

DRUG FREE WORKPLACE POLICY

SUBSTANCE ABUSE POLICY

Bowling Green State University has adopted a Drug Free Workplace Policy (Board of Trustees, May 10, 1991) in order to ensure a quality educational and work environment, one free from the effects of alcohol and other substance abuse. It is the responsibility of each *faculty, administrative and classified staff* member to adhere to the policy described here.

The Drug Free Workplace policy prohibits the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, substances not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the university on its property or at any of its activities.

If a violation of this policy occurs, support programs will be made available when appropriate. However, disciplinary action may be taken up to and including dismissal or expulsion from the university and possible criminal prosecution. The university will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in the Charter and Ohio Revised Code, Sections 124.34 and 3345.22-25.

Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. The Drug Free Workplace Act of 1988 mandates that a report of a conviction must be made within five (5) days after the conviction.

Additional information on the Drug Free Workplace Policy may be found in the Administrative Staff Handbook, the Classified Handbook, and the Charter's Faculty Handbook.

Reasonable Suspicion Testing Protocol

As part of Bowling Green State University's obligation to ensure a quality and safe educational and work environment, a *Reasonable Suspicion Testing Protocol* has been adopted. Using or being under the influence or the effects of drugs or alcohol on the job, using such substances in a manner which effects work performance, or having such substances or their metabolites in one's system may pose serious safety and health risks. To reduce these risks, employees may be required to provide body substance samples (such as breath, urine and/or blood) to determine if the illicit, illegal or improper use of drugs or alcohol has affected one's work performance.

The intent of this protocol is to outline for supervisors and managers the steps they may take in the event an employee appears to have violated the Drug Free Workplace Policy.

Whether or not a person's behavior rises to the level of "reasonable suspicion" must be based on the manager's/supervisor's specific observations concerning the employee's appearance (including odor), behavior, and/or speech. Some examples of behaviors on which *reasonable suspicion* may be founded include:

- Shaky, unstable or staggering walk
- Red, glazed, or watery eyes
- Dilated or contracted pupils
- Obvious motor skill impairment
- Odors on breath or clothes.
- Credible eyewitness reports of usage
- Impaired reaction time

Behaviors leading to reasonable suspicion must be documented in writing. Supervisors should write only what is observed as it relates to unsafe behavior, performance deterioration or policy violation. No comments are to be recorded which reflect on suspected reasons for the behavior or opinions about it.

If, based on reasonable suspicion, any employee is believed to pose an immediate safety risk to anyone (including self), the supervisor is to move to relieve the individual of all work responsibilities.

Procedure for the supervisor/manager in case of *reasonable suspicion*:

- Direct the employee to a private office or area. The employee's supervisor and, if possible, another manager/supervisor, should be present to observe the employee's condition.
- Both managers/supervisors will describe in writing the employee behavior which has led to *reasonable suspicion* of substance abuse (sample report form attached).
- Notify the Office of Human Resources (419-372-8421) of the incident/behavior and the actions taken. Provide them with a written report. (Continue the process even if unable to notify HR immediately, e.g., outside of normal business hours.)
- If the managers/supervisors determine testing is appropriate, they must accompany the staff member to Ready Care, 1180 N. Main Street, Bowling Green for testing during normal business hours. No forms are required or needed but we suggest you call ahead (419.354.8766) to inform them of your intentions. After normal business hours, employees should be escorted to the Laboratory at the Wood County Hospital.
- If the employee refuses to proceed with the testing, the manager/supervisor is to contact Human Resources. The employee will be suspended immediately, without pay, pending an HR review of the incident. A determination of appropriate disciplinary action will follow. While immediate suspension means that the employee must leave the workplace, s/he should not be allowed to drive home alone. If the employee refuses the transportation arrangements and leaves alone in his/her own vehicle, notify the BGSU Police Department at 419-372-2346. If possible, obtain a witness to corroborate the refusal of transportation and document the incident.
- When testing occurs, the manager/supervisor is to make immediate arrangements, following testing and return to campus, for the employee to get home (supervisor, relative, another employee, cab, etc.). The employee should not be allowed to drive home alone. If the employee refuses the travel arrangements and leaves using his/her personal vehicle, notify the BGSU Police Department at 372-2346. Obtain a witness to corroborate the refusal of transportation and document the incident. At that time and pending the results of the testing, the employee is to be placed on suspension with pay.
- Upon receipt of the test results, Human Resources will notify the manager/supervisor to determine the appropriate course of action according to BGSU policy. If the test result is negative, the employee is to be returned to work at the next regular shift. A positive test result will result in disciplinary action as provided for in the appropriate employee handbook.

There is no additional information on the Reasonable Suspicion Protocol in either employee handbook or the Charter's Faculty Handbook although the policy applies to all employees.

10/05



BOWLING GREEN STATE UNIVERSITY

BEHAVIOR/INCIDENT DOCUMENTATION FORM

Write down observed actions related to the employee's work performance and/or behavior. **Document only observed events or conditions.** *Do not express reasons or opinions.*

Date/Time: _____
Employee Name: _____
Department: _____

Describe the problem (behavior observed) that establishes reasonable suspicion and describe the affect on work performance, policy violation and/or threat to safety.

Supervisor's Name _____ Date: _____

Supervisor Signature _____

cc: Human Resources

Sexual Harassment Policy for Bowling Green State University

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity & Diversity.

III. Responsibilities

- A. On a university-wide basis, the Office of Equity & Diversity is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Office of Equity & Diversity.

C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.

D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation that might result.

Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

A. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.

B. The investigation will be conducted as fairly and expeditiously as possible.

C. In investigating complaints, every effort will be made to ensure confidentiality.

D. An individual bringing forth an honestly perceived complaint will not suffer any type of retaliation regardless of the outcome of the complaint.

E. The complaint will be resolved in a manner that is consistent with this policy and also fair and equitable to all parties concerned.

CODE OF ETHICS AND CONDUCT POLICY

On June 24, 2005, the Board of Trustees of Bowling Green State University approved the statement below to cover all university employees. This statement does not appear in either employee handbook or in the Charter.

Other existing statements regarding ethics and conduct reflective of previously approved policy statements and which do appear in employee handbooks and the Charter are contained in a second statement in this Handbook. See the *General Rules of Conduct/Code of Ethics Policy* on another page.

- I. **PREAMBLE**: It is the policy of Bowling Green State University (“University”) to pursue its mission and conduct its academic and business affairs with the highest degree of integrity and honesty and in a manner that is, and appears to be, in full accord with principles of academic excellence, canons of ethical and professional conduct, and all controlling law.

- II. **PURPOSE**: The purpose of this University Code of Ethics and Conduct (“Code”) is to summarize fundamental principles of ethical conduct that are applicable to all members of the University community. While some of these standards may be detailed in other policy documents having a specific application to a particular circumstance, many other standards have been observed as good practice but have not been previously codified in any one policy statement. This Code summarizes all of these important ethical principles of general application; it is not intended to replace or modify existing written policy statements containing standards tailored to specific circumstances. Those written policy statements containing more detailed standards include, but are not limited to, the following:
 - Bowling Green State University, Policy on Misconduct in Research
 - Bowling Green State University, Conflict of Interest in Sponsored Research
 - Administrative Staff Handbook, Conflict of Interest: Research and Consulting, Appendix H
 - Classified Staff Handbook, General Rules of Conduct and Code of Ethics
 - Faculty Handbook, B-II.E: Employee Responsibilities
 - Faculty Handbook, B-II.F: Ethical Responsibilities
 - Faculty Handbook, B-II.H: Academic Honesty Policy
 - Student Handbook, Academic and Student Codes of Conduct
 - Bowling Green State University, Sponsored Programs and Research, Policies: Frequently Asked Questions
 - Bowling Green State University, Fraud Waste and Abuse, Reporting Procedures and Information
 - NCAA Constitution and Bylaws
 - Bowling Green State University, Equal Opportunity and Anti-Harassment Policies

- III. **APPLICABILITY**: This Code is applicable to all members of the University community. For this purpose, the community consists of the students, faculty, staff, and Trustees. Every member of the University community is required to become familiar with and to observe the Code in all respects. In addition, those members of the University community whose actions may be governed by the more detailed written policy statements of the University (as described in Part II) are also expected to become familiar with and to observe those policies to the extent applicable to their status with, or

employment by the University.

IV. **OUR MISSION IMPERATIVE:** Through the provision and interdependence of teaching, learning, scholarship (including scholarship through engagement), the University has established, and continues to foster, an environment that is grounded in intellectual discovery, community engagement, and multicultural academic and social experiences, while guided in all such pursuits by rational discourse and civility to others. All members of the University community are expected to dedicate their service to, participation in, and administration of University programs and activities for the protection and furtherance of this imperative.

V. **STANDARD OF CONDUCT:** All members of the University community shall observe the following principles of ethical conduct and avoid any situation that is, or that reasonably appears to be, a violation of any such principle.

A violation of these principles will be established if the relevant record of inquiry establishes that it was more likely than not that the violation occurred. The burden of that demonstration will rest with The authority making the decision. Unless the accused admits culpability, no such decision shall be rendered in the absence of an inquiry that allows the accused a meaningful opportunity to respond to the allegations.

VI. **PRINCIPLES OF ETHICAL CONDUCT:** Each member of the University community shall observe the following principles of ethical conduct:

a. **Public Trust:** We must act in a way to inspire public confidence in the honesty and integrity of our actions. Any violation of a law, rule, or regulation of the Federal Government, the State of Ohio, the City of Bowling Green, or any other political subdivision where the University transacts its business, violates the public trust and has the potential to discredit the University and impede the furtherance of its mission.

b. **Political Activities:** We must recognize and heed the responsibilities that we share as an instrumentality of the State of Ohio. University resources cannot be used in a way that demonstrates or reasonably implies an institutional favoritism for, or bias against, a particular political candidate or party.

c. **Business Arrangements:** We must not take an illegal interest in a public contract, including any contract awarded by the University. We shall not abuse the authority, trust, or responsibility of our position, or our status as a member of this community, or otherwise act in a way to unfairly benefit ourselves or others at the expense of the University.

d. **Conflicts of Interest and Conflicts of Commitment:** We may not take any action, participate in any decision, or approve any action or decision on behalf of the University that will directly result in a benefit to ourselves, or any person or interest affiliated or connected with us. We shall avoid circumstances that reasonably imply we acted for personal gain rather than for the best interest of the University. We shall not knowingly engage in any activity on or off campus that would prevent us from fulfilling those obligations we fairly owe to the University, whether those obligations arise from our status as a student, a faculty member, a staff member, or a Trustee.

e. **External Constituencies:** We shall treat all visitors to the University with civility and respect. We must also operate our facilities and conduct ourselves, on and off campus, in a way that does not unjustly deprive our community neighbors of enjoying the benefits of their rights as property owners. We must not act in a manner that causes any diminution in the quality of life in our surrounding neighborhoods, or that brings discredit to the University, or to any University constituent group. Our dealings with all levels of government must be direct, honest, and open. We must never misuse public funds.

f. **Diversity and Respect for the Individual:** As a member of the University community we shall treat each other with civility and respect. We shall be tolerant of all individuals regardless of race, culture, ethnicity, gender, sexual orientation, age, and disability. We consider the gathering and association of scholars and staff with diverse personal backgrounds, human experiences, and cultures to be highly valued in our learning community. Accordingly, we shall advance diversity and treat others with civility and respect in all that we do as a member of this community and we shall consider intolerance, disrespect, and incivility to be inimical to our fundamental interests as an institution of higher education.

We also value, as a compelling academic interest of the University, the promotion of ethnic and racial diversity in our academic programs and activities and in the composition of our student body, our faculty, and our staff. The failure to provide an education with cross cultural experiences and insights will inhibit our graduates from functioning to their fullest potential in a pluralistic society. To realize this academic interest, we must engage in positive efforts to promote racial and ethnic diversity in our classrooms, in our curricula, and in all other activities that are designed to further the educational experience of our students. We also believe these efforts are supported by, and are in furtherance of our interest as an instrumentality of the State of Ohio to affirm the equal protection of law for all Ohio citizens.

g. **Community Engagement:** We consider the investment of the University's intellectual capital in public and private communities, by jointly working with others on problems of economic development, educational reform, and quality of life issues, to be a form of scholarship that benefits faculty, students, and our neighbors. We shall endeavor to expand the educational experiences of our students to include greater engagement with our external communities so that we may teach through the provision of needed services to others. When providing services to the community, we shall treat our neighbors with respect and dignity. We shall refrain from any action that would have the purpose or effect of disadvantaging or discouraging our students or colleagues who are, or who plan to be, engaged in such efforts as an approved element of academic instruction or scholarly research.

h. **Research:** It is imperative that our research be conducted in accord with the highest standards of honesty and integrity. We must avoid conduct that invites justifiable criticism dealing with improper financial interests or other influences extraneous to the merits of the effort. When conducting sponsored research, we shall adhere to all relevant legal requirements including the rules and regulations of the Office of Research Integrity of the Public Health Service, the common Federal Policies on Research Misconduct issued by the Office of Science and Technology, and/or such other rules, regulations and policies of the awarding agency or other sponsor that may be applicable.

i. **Business Officers:** Anyone who participates in the decision or approval process leading to the expenditure of University funds must act for and in the best interest of the University. Integrity, honesty, and a clearly auditable record of actions taken and decisions made are imperative. If we are involved in such a transaction we must not be influenced by extraneous matters; we must act in a manner consistent with all controlling laws and policies; and we must report to the Ethics Officer or other appropriate University office or legal authority those who would direct or solicit us to act otherwise. We must avoid personal conflicts of interest and always be alert to the potential for fraud, waste, or abuse. We must never accept or solicit anything of value for ourselves or anyone else in return for exercising our discretion in any particular way. Gratuities, except for minor gifts of nominal value, cannot be accepted if a reasonable person may conclude that the gift is of such a character that our actions could or would be influenced by that gratuity. While dealing with vendors and potential vendors to the University we must always act with professionalism and courtesy and honor the terms and conditions of the University's contractual arrangements.

j. **Record Keeping:** We must keep all accounting, academic, and business records of the University in an accurate, timely, and complete manner. Financial records, in particular, must be maintained in conformity with all controlling generally accepted accounting principles and such other requirements as may, from time to time, be required by the State of Ohio. Records of material transactions must be

capable of being audited so that our actions are “transparent” and readily justifiable when measured by relevant standards and requirements. The intentional or negligent making of a materially false or misleading statement in the records or books of account of the University will not be tolerated. Records that are designated by management, or understood by practice, to be considered confidential must be maintained in the strictest confidence and are not to be disclosed to any party, except as directed by the appropriate University manager or as otherwise required by law.

k. **Duty to Report:** The President and the members of the President’s Cabinet, and such other employees as may be designated by the President, are under an affirmative obligation to report to the Ethics Officer or other appropriate University office or legal authority any conduct that they reasonably believe may give rise to a violation of this Code of Ethics and Conduct.

l. **Misuse of University Resources:** All resources of the University must be used for the purposes for which they were intended. We may not improperly convert for our own personal use, or for the use of another, any property or property right of the University. We may not provide someone an advantage for obtaining, using, or accessing University property that is not based on merit and otherwise in accord with all controlling laws, rules, regulations, and policies.

m. **Non-Retaliation:** It is a violation of this Code for anyone to retaliate against a member of the University community who, in good faith, has alleged a violation of this Code. Similarly, it is also a violation of the Code for anyone to retaliate against an individual who has participated in an investigation conducted under the Code.

VII. **ETHICS OFFICER AND COMPLIANCE EFFORTS:** The University’s Ethics Officer shall be responsible for investigating alleged violations of the Code, reporting findings to the appropriate decisional authority, and providing advice on the ethical requirements under this Code, the laws of the State of Ohio, the Federal Government and such other jurisdictions as may be appropriate. The Ethics Officer shall not have the authority to take disciplinary action against any person. The President of the University shall appoint the Ethics Officer, upon consultation with the Board of Trustees.

In lieu of, or in the course of an investigation conducted under this Part, the Ethics Officer may refer a matter to another office that has specific jurisdiction of the particular subject matter of the allegation under one of the specific policies described in Part II of the Code. No one is to abuse the Code as an alternative mechanism to avoid application of existing processes attendant to those specific policies.

Inquiries and investigations that may involve the Ethics Officer, the President, or a member of the Board of Trustees shall be referred to the Audit Committee of the Board of Trustees for such action as the Committee may deem appropriate.

Members of the University community are expected to cooperate fully with all inquiries and investigations conducted under the Code.

VIII. **IMPLEMENTATION:** The President of the University may issue such directives as the President may deem necessary to implement this Code. In each such event, a copy of the directive shall be transmitted to the Chair of the Faculty Senate, to the Presidents of the Graduate Student Senate and Undergraduate Student Government, and to the Presidents of the Classified Staff and Administrative Staff Councils. No such directive may become effective until each of the foregoing organizations is given at least thirty (30) calendar days to comment on the directive.

The Board of Trustees reserves the right to cancel or modify any directive or to issue directives on its own initiative.

IX. **AMENDMENTS:** This Code of Ethics and Conduct may be amended only by action of the Board of Trustees of the University.

There is no additional information on this Code of Ethics and Conduct Policy in either employee handbook or in the Charter's Faculty Handbook although the policy applies to all employees. The adoption of this Code was communicated to all employees in the university's Monitor and on the Marketing and Communication listserv following action by the Board of Trustees.

07/05

FAMILY MEDICAL LEAVE ACT OF 1993 - Bowling Green State University understands the importance of family issues in today's workforce. Provided is information regarding the Family Medical Leave Act of 1993 (FMLA), should an employee find it necessary to take leave to address certain obligations of his/her own serious health condition or that of an immediate family member. FMLA provides eligible faculty and staff with up to 12 workweeks (or 26 workweeks to care for a covered service member including veterans who have served within the last 5 years and are recovering from a serious injury or illness incurred in the line of duty while on active duty) of leave during any 12-month period. Any medical leave of absence that is over 3 days in duration, requires hospitalization, or is related to a chronic, re-occurring condition will run concurrently with the Family Medical Leave Act of 1993, as long as proper medical documentation is provided.

Employee Eligibility: To be eligible for Family Medical Leave, all three of the following criteria must be met:

- Worked at least 12 months for BGSU
- Worked at least 1250 hours for BGSU during the 12 months prior to commencement of leave; and,
- Work at a location where BGSU has at least 50 employees within 75 miles

Circumstances That May Qualify for Family Medical Leave: Family Medical Leave may be granted for one of the following reasons:

- For the birth of a child, to care for a newborn child
- Placement of a child for adoption or foster care
- To care for an immediate family member (employee's spouse, child or parent) who has a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition
- "Qualifying Exigency" leave for immediate family members on "active military duty" (including regular armed forces being deployed to a foreign country)
- "Military caregiver" leave for immediate family members serving in the military (including veterans who have served within the last 5 years and are recovering from a serious injury or illness incurred in the line of duty while on active duty)

Definition of Family Member: A family member is defined in the FMLA to include the employee's spouse, son, daughter or parent (but not a parent "in-law"). A "son" or "daughter" is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day to day basis and over 18 who is incapable of self-care because of a mental or physical disability. A "parent" is any individual who assumed day -to -day and financial responsibility for the employee when the employee was a child.

Definition of Serious Health Condition: A serious health condition is defined as follows:

- An illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice or residential medical care facility
- A period of incapacity requiring more than three days absence from work and continuing treatment by a health care provider
- Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days
- Continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable
- Pre-natal care
- Absences to receive multiple treatments for restorative surgery or for a condition which will likely result in a period of incapacity of more than three days if not treated
- Care for a covered service member or veterans who have served within the last 5 years and are recovering from a serious injury or illness incurred in the line of duty while on active duty

Length and Duration of Leave: If eligible, FMLA provides faculty and staff with one of the following:

- (1) Up to 12 weeks of leave for any of the **qualifying reasons**
- (2) Up to 26 weeks of leave in a single 12-month period to **care for a covered service member**, including veterans who have served within the last 5 years and are recovering from a serious injury or illness incurred in the line of duty while on active duty). Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

An employee may receive Family Medical Leave during any rolling 12-month period. Leave may be taken all at once, intermittently or on a reduced-leave schedule. Intermittent time away from the job may be taken hourly, daily or at weekly intervals. Arrangements for intermittent leave should be coordinated with the employee's supervisor to prevent the least amount of disruption as possible, to the work schedule.

Using Accrued Paid Time Off: An employee may elect to substitute accrued unused sick leave, personal leave, vacation or compensatory time during approved Family Medical Leave, but is not required to do so. Scattering of time (using some leave without pay along with sick or vacation pay) can extend an employee's paid status during approved leave.

An Employee's Obligation to Provide Notice and Medical Certification: When requesting Family Medical Leave, an employee must provide the Office of Human Resources with the following:

- 30 days advance notice of the need to take leave, if the leave is foreseeable. If the leave is not foreseeable, or 30 days is not possible under the circumstances, notice should be given as soon as practical (within one or two days of when the employee becomes aware of the need for leave)
- Medical certification supporting the need for leave (within 15 days of notice)

Health Care Benefits While on Leave: If an employee participates in the BGSU group health plan, BGSU will continue to pay its share of premium payments to maintain his/her coverage during approved leave. If an employee is in a paid status, deductions for health care will continue to be taken from his/her check. If leave is unpaid, please refer to the appropriate handbook, based on your employee classification.

Exhaustion of FMLA Leave: If employee is unable to return at the exhaustion of his/her FMLA entitlement, he/she may have other leave options that will cover the absence after the 12 week/26 week period and are encouraged to contact the Office of Human Resources regarding those options. In accordance with the Family Medical Leave Act, the employee's job may be released, depending on the needs of the department, or if all accrued time to cover the absence has been exhausted

Time Away from the Job (if not eligible for Family Medical Leave): If an employee does not qualify for Family Medical Leave, but may need time away from the job due to an immediate family member's **or** his/her own serious health condition, **or** an immediate family member serving in the military and recovering from injury/illness as a result of serving in the line of duty, he/she will need to contact the Office of Human Resources regarding other University leave policies that may apply.

Employees should recognize that Family Medical Leave is only intended to cover serious health conditions - generally those which involve more than three days incapacity from work or school, hospitalization, or chronic long-term, incurable conditions. Employees who wish to take leave to care for family members with non-serious health conditions are not covered by this policy. Employees can use their sick leave, vacation or personal leave for non-serious health conditions, subject to the requirements of those policies, including scheduling and increments of leave. The granting of unpaid leave for non-serious health conditions is covered in the employee handbooks.

Requesting Family and Medical Leave: If you plan on taking Family and Medical Leave, you should notify your supervisor or Department Chair. In addition, you must complete the required forms (<http://www.bgsu.edu/human-resources/benefits/family-medical-leave-act.html>) and return them to the Office of Human Resources, 1851 N. Research Drive. These forms must be completed regardless of the type of leave you are taking (sick, vacation, compensatory, or leave without pay).

Additional information regarding the Family Medical Leave Act of 1993 may be found in the **Administrative Staff Handbook** and the **Classified Staff Handbook**. You may also contact the Office of Human Resources, 1851 N. Research Drive, Bowling Green OH 43403, (419) 372-8422 or visit our Web site at <http://www.bgsu.edu/human-resources/benefits/family-medical-leave-act.html>

CAMPUS SECURITY AND FIRE SAFETY REPORT

2017



BGSU

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

CAMPUS SECURITY AND FIRE SAFETY REPORT

Table of Contents

Campus Security Report

Reporting Crimes and Other Emergencies	3
Confidentiality Statement	5
About the BGSU Police Department	6
Services of the Department of Public Safety	7
On- and Off-Campus Resources	9
Policy for Preparing Report	12
Main Campus Crime Statistics.....	14
BGSU Firelands Crime Statistics	16
Disseminating Information on Serious Crimes.....	19
Emergency Response and Evacuation Procedures: Main Campus.....	20
Emergency Response and Evacuation Procedures: BGSU Firelands.....	22
Alcohol and Drugs	24
Alcohol Guidelines	25
Drug Health Risks.....	26
Alcohol and the Law	26
Federal and State Penalties for Sale and Possession of Illegal Drugs	28
Alcohol and Drug Support.....	31
Policies and Procedures for Addressing Sex Offenses, Relationship Violence and Stalking	31
Information on Sex Offenses, Dating Violence, Domestic Violence and Stalking	33
Rights, Policies and Procedures to be Followed in Response to Cases of Reported Sex Offenses, Dating Violence, Domestic Violence and Stalking	35
Options to Consider in the Recovery from a Sex Offense, Relationship Violence & Stalking	37
Procedures for On-Campus Student Conduct Proceedings Involving Reported Sex Offenses, Dating Violence, Domestic Violence and Stalking	38
Missing Person Information.....	51

Fire Safety Report

Fire Safety Information.....	52
Residential Fire Drills/Alarms and Emergency Evacuation Procedures	53
Fire Safety Policies and Procedures.....	54
Annual Fire Safety Statistics.....	60

Campus Security and Fire Safety Report

Bowling Green State University's annual Campus Security and Fire Safety Report includes crime statistics and prevention information to assist students in making decisions that affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes fire safety and policy information for BGSU's residence halls as required by the Higher Education Opportunity Act of 2008. A hard copy of the report can also be obtained by contacting the BGSU Police Department.

Bowling Green State University is committed to providing environments that facilitate student learning in all of its forms as well as promoting responsible decision-making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Bowling Green State University. As a University, we are dedicated to providing students with the resources they need to be successful members of the community. This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow University policies. To this end, the Office of the Dean of Students and the BGSU Police Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility. Bowling Green State University is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Bowling Green State University learn what it means to be a responsible and respectful citizen in a community.

Christopher H. Bullins, Dean of Students

Michael Campbell, Director of Public Safety and Chief of Police

BGSU Main Campus Police Contact Information

Emergencies, any campus or off-campus location: 911

Non-emergencies:

Bowling Green State University Police: 419-372-2346

City of Bowling Green Police: 419-352-2571

Wood County Sheriff's Office: 419-354-9001

Bowling Green Fire Division

Emergencies, any campus or off-campus location: 911

BGSU Firelands Public Safety Contact Information

Emergencies, any campus or off-campus location: 911

Non-emergencies:

Firelands Switchboard Operator: 419-433-5560

Erie County Sheriff's Office: 419-625-7951

CAMPUS SECURITY REPORT

Reporting Crimes and Other Emergencies

All crimes should be reported immediately to the police. For crimes occurring:

- On the BGSU main campus, call the BGSU Police Department at 419-372-2346.
- In the city of Bowling Green, call the Bowling Green Police Division at 419-352-2571.
- Outside of the city of Bowling Green, call the Police or Sheriff's Office in the jurisdiction where the crime occurred.
- At BGSU Firelands during regular business hours, call 419-433-5560, or the Erie County Sheriff's Office at 419-625-7951.
- In the area surrounding BGSU Firelands and outside of regular business hours, call the Erie County Sheriff's Office at 419-625-7951.

For BGSU Main Campus:

On Campus

The BGSU Police Department, 100 College Park Office Building, is accessible 24 hours a day to receive information or provide police services. The BGSU Police Department has primary jurisdiction for all crimes occurring on University property. Criminal activity or emergencies (fire or medical) may be reported by dialing 911 or 2-2346 from any University phone. Dialing 911 from a cell phone will put you in contact with a Wood County 911 dispatcher who will then route the call to the appropriate police agency. There are many blue light emergency phones located throughout campus. Emergency phones ring directly into the BGSU Police Department.

Off Campus

Any criminal activity taking place off campus, in the city of Bowling Green, is in the jurisdiction of the City of Bowling Green Police Division, located at 175 W. Wooster St., and can be reported 24 hours a day by dialing 911 or 419-352-2571. Dialing 911 from a cell phone will put you in contact with a Wood County 911 dispatcher who will then route the call to the appropriate police agency. Incidents that occur outside of Bowling Green city limits, in Wood County, can be reported to the Wood County Sheriff's Office, 1960 E. Gypsy Lane Road, or by phoning 419-354-9001.

Staff in the Office of the Dean of Students review the City of Bowling Green Police Division blotter to identify incidents that are also considered potential violations of the Code of Student Conduct. Staff then meet with and hold students accountable as appropriate.

For BGSU Firelands: On and Off Campus

BGSU has an agreement with the Erie County Sheriff's Office that provides for law enforcement coverage of the Firelands campus. Firelands is patrolled by deputies of the Erie County Sheriff's Office. On-campus criminal activity and emergencies may be reported by calling 911, which will connect you with the Erie County Sheriff's Office. During regular business hours, you may also call the BGSU Firelands switchboard at 419-433-5560. Criminal activity and emergencies may also be reported to the Erie County Sheriff's Office by calling them directly at 419-625-7951.

When regularly scheduled classes are not in session or the buildings are officially closed, you can report any criminal activity via emergency telephones, which are clearly marked and located at the primary entrances to all buildings, or by one of the blue light emergency phones located throughout campus. The emergency telephones automatically dial the local 911 emergency number. When the emergency operator answers, inform him or her of the nature of the emergency, or hazardous situation, and the location.

Given the nature of the Firelands campus population of commuter students, the staff investigates violations of policies that they are made aware of by community members or reporting officials.

Guidelines for Reporting Information to Police

The following guidelines may assist you when reporting information to police:

- When describing suspects, notice age, race, sex, height, weight, and clothing.
- Compare your own weight and height to that of the suspect(s).
- Notice unique characteristics— hair color and style, scars, eyes, jewelry, walk, speech or anything else that would help to identify the suspect.
- When describing a suspicious vehicle, look for the license plate numbers, make, model, color, noticeable damage, decals, and the direction of travel.
- When in doubt, call police.

Crime Prevention is a Matter of Personal Responsibility

Criminal activity has no respect for persons. It flourishes in communities that are inattentive or apathetic in their approach to crime. Every member of the University community has a responsibility to contribute to the well being of the community. No single group or organization can possibly prevent crime on behalf of all. Therefore, it is incumbent upon each of us to participate in crime prevention efforts. This can be accomplished by being aware of our surroundings, by reporting criminal or suspicious activity, and by getting involved in University-sponsored crime prevention programs. Crime prevention, to be fully effective, requires active participation, cooperation, and the development of partnerships within the University community. Crime prevention begins with you. By working together, we can help to ensure a safe and secure environment.

Confidentiality Statement

Under Ohio's public records law (ORC 149.43) BGSU may not promise confidentiality to those who report crimes to anyone other than counselors at the Counseling Center, or to a physician or nurse at the Falcon Health Center. Some off-campus reports may also be legally confidential (for example, to clergy and to staff at Behavioral Connections). Reports confidential by law are not reported to the University for inclusion in our annual crime statistics.

Because of the public records law, Bowling Green State University does not have a policy that permits the confidential reporting of crimes for inclusion in the annual crime statistics report. However, information about crime reports will be kept as private as possible and will only be shared on an as-needed basis or as otherwise required by public records law. Crimes reported to the individuals holding the positions on the following list will be included in the statistics in our annual report, but no personally identifying information regarding persons involved in the incidents will be included in the annual report or on the crime log.

BGSU Campus Security Authorities

- BGSU Police Officers
- Associate Vice President for Student Affairs
- Vice President for Student Affairs
- Assistant Vice President for Student Affairs and Director of Recreation and Wellness
- Director of Residence Life
- Senior Associate Director of Residence Life
- Assistant Director of Residence Life, Supervision
- Assistant Director of Residence Life, Academic Support and Assessment
- Assistant Director of Residence Life for Housing Administration
- Coordinator for Leadership and Administration
- Coordinator for Diversity and Retention Initiatives
- Residence Hall Directors
- Graduate Hall Directors
- Chief Human Resources Officer
- Director of Intercollegiate Athletics
- Senior Associate Athletic Director and Senior Woman Administrator
- Coordinator of International Student Services
- Coordinator of Education Abroad
- Dean of Students
- Associate Dean of Students
- Assistant Dean of Students
- Associate Dean of Students for Campus Activities
- Assistant Dean of Students for Campus Activities
- Coordinator for Student Organizations and Major Events
- Head Coach, Spirit Programs

- Coordinator for Fraternity and Sorority Life
- Coordinator for Student Engagement & Outreach
- Title IX Coordinator
- Title IX Deputy Coordinators

Firelands

- Erie County Sheriff's Deputies
- Director of Budgets and Operations
- Student & Campus Activities Coordinator
- Dean
- Associate Dean for Academic Programs and Services
- Title IX Deputy Coordinator

About the BGSU Police Department

The [BGSU Police Department](#), located in 100 College Park Office Building, provides the campus with 24-hour police protection by a fully certified staff of police officers, detectives, and dispatchers. The department supports the University's core values and continually seeks ways to improve the quality of police service the campus receives by working in partnership with students, faculty, and staff to enforce the law, provide quality services, reduce the fear of crime, and promote joint problem-solving. The BGSU Police Department actively investigates problems and incidents and searches for positive solutions to support a sense of security throughout the campus. BGSU maintains an open campus environment and encourages the community to participate in activities that are open to the public. However, the University reserves the right to restrict unauthorized persons from its grounds when appropriate.

The BGSU Police Department is staffed by 24 full-time police officers who have full police authority, meet all state law enforcement standards, and are state certified peace officers. The Ohio Revised Code (Section 3345.04) grants the University authority to designate employees as police officers who take an oath to uphold the rules of the institution and laws of the state.

The department provides law enforcement and security, a campus escort service, motorist assistance, educational programs, and crime prevention information for the campus community.

Uniformed officers patrol the campus using marked police cars, bicycles, and foot patrols and are empowered to arrest any offender and bring that person before the local court system for judgment. Likewise, the Division of Student Affairs is responsible for student conduct proceedings. The BGSU Police Department and the Office of the Dean of Students work collaboratively to resolve incidents of student misconduct that involve violations of University policy and procedures. The BGSU Title IX Coordinator assists in the resolution when misconduct involves sexual harassment and sexual violence.

The BGSU Police Department encourages accurate and prompt reporting of all crime. The BGSU Police investigate incidents of a criminal nature and initiate, before a court of law, any required legal action. If needed, immediate assistance is available from the City of Bowling Green Police Division, the Wood County Sheriff's Office, the Ohio State Highway Patrol, the Ohio Bureau of Criminal Investigation, and the Federal Bureau of Investigation. The BGSU Police Department has a mutual aid agreement with the City of Bowling Green Police Division. It has joint mutual aid agreements with all other state university police departments in Ohio, and with law enforcement agencies in northwest Ohio.

In addition to the sworn police officers, the BGSU Police Department employs a Student Safety Services staff comprised of Campus Service Officers and Camera Monitors that provide services for the University community. These are student employees who do not have statutory arrest powers, but work to assist police with security matters and service tasks.

Services of the Department of Public Safety

AlertBG Emergency Text Message Service

The AlertBG system is a way of reaching students and staff in the event of an emergency. Text messages, emails, social media posts and messages displayed on the University's homepage and digital signage across campus will be sent to warn of situations such as serious crimes in progress, emergencies affecting the campus community, building closures, severe weather and class cancellation. This tool is used in conjunction with the University's overall Comprehensive Emergency Management Plan, and will only be used in emergencies or for campus closures. The BGSU Police Department will send the initial messages. Students and employees who have cell phone numbers listed with the University will automatically be enrolled to receive AlertBG text messages. Everyone will receive the same message via their University email account. The service is provided through the e2campus company.

Bike Registration

Bicycles should be registered and can be engraved to aid in theft prevention and to assist in identification. Contact the City of Bowling Green Police Division, 175 W. Wooster, 419-352-2571 for more details.

Building Security

The BGSU Police Department maintains the security of all buildings on the main campus and other facilities located off campus. University maintenance personnel inspect campus facilities and grounds regularly, make repairs and respond to reports of potential safety and security hazards such as broken windows and locks. Academic and administrative buildings have specific hours that buildings are open. University housing facilities are restricted to residents and invited guests. Only residents and authorized University

personnel have keys to housing units. The primary responsibility for ensuring that the exterior doors of a living unit are secure rests with the residents. All exterior doors of living units, except the main entrance or other designated doors, are locked at all times. Door propping is a violation of the Community Living Standards. After midnight, only residents or guests accompanied by a resident, showing identification, may enter a living unit.

Campus Escort Service

The campus escort service is a safe alternative to walking alone on campus after dark and is free. All escorts are student employees called Campus Service Officers who wear a photo ID and polo shirts and are in direct communication with the BGSU Police Department. Walking escorts are provided to and from any on campus location from 8:00 p.m. to 4:00 a.m. every day of the week during the fall and spring semesters. To arrange for an escort, phone 419-372-8360. At BGSU Firelands, contact the on-duty Erie County Sheriff's Deputy by dialing '0' from any campus phone.

Campus Service Officers

The BGSU Police Department annually employs Campus Service Officers (CSO) to assist BGSU Police with security of campus buildings and property on the main campus. The CSOs are responsible for checking interior and exterior doors and locks of campus buildings and campus parking areas. Using a department-issued radio, they are trained to report criminal or suspicious activity. They provide on campus walking escorts, vehicle unlocks and jumpstarts.

Crime Prevention Education

BGSU police officers are active all year giving crime prevention speeches, presentations, and programs. Our most popular programs are A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training, Recognizing and Caring for Individuals in Distress, Sexual Assault Awareness, Personal Safety, Vehicle Safety, Theft Prevention, Alcohol & Drug Prevention, Underage Consumption Laws and Penalties, and OVI laws. The Wellness Connection offers presentations to the campus community related to alcohol, drugs, relationship violence, sexual assault and bystander intervention.

Lighting Surveys

Police officers tour the campus regularly to determine where additional exterior lighting may be needed, replaced, or repaired. Additionally, staff from the BGSU Police Department and Campus Operations tour campus together annually to assess lighting issues.

Officer Liaison Program

BGSU police officers are assigned to academic and administrative buildings and each of the residence halls, including on-campus Greek houses and other small group living units, to foster one-on-one contact with students and University staff.

Parking

Parking Services regulates the parking of motor vehicles on campus, handles parking lot maintenance and performs vehicle unlocks and jumpstarts. Contact the BGSU Parking Services Office in the College Park Office Building at 419-372-2776 for more details, or visit their website at <http://www.bgsu.edu/parking>. At the Firelands campus, contact the Office of Budget and Operations, 140 Foundation Hall, at 419-372-0685 for more details regarding parking services.

Shuttle Service

The BGSU Shuttle Service is available seven days a week during the fall and spring semesters. [Click here](#) for designated routes and times. A free cell phone app is available to track the shuttles along their routes.

Hospital Transport

Call 911 for a medical emergency.

On-Campus Resources

[Counseling Center](#)

104 College Park
419-372-2081
Confidential

[Community of Care Coalition](#)

419-372-9355

[Office of the Dean of Students](#)

301 Bowen-Thompson Student Union
419-372-2843

[Psychological Services Center](#)

Psychology Building, Suite 300
419-372-2540
Confidential

Falcon Health Center

838 E. Wooster St.

419-372-2271

Confidential

The Wellness Connection

214 Student Recreation Center

419-372-9355

The Women's Center

108 Hanna Hall

419-372-7227

International Programs and Partnerships

301 University Hall

419-372-2247

Student Financial Aid

231 Administration Building

419-372-2651

Student Legal Services

100 Wooster Street Center

419-372-2951

Title IX Coordinator

111B Student Recreation Center

419-372-8476

Off-Campus Resources

Behavioral Connections of Wood County and The Link

1022 N. Prospect, Bowling Green

419-352-1545

The Link 24-hour Crisis Hotline: 1-800-472-9411

Bowling Green City Prosecutor

711 Dunbridge Road, Bowling Green

419-354-6285

The Cocoon

419-373-1730

City of Bowling Green Police Division

175 W. Wooster St., Bowling Green

419-352-2571 or 911

Wood County Hospital

950 W. Wooster St., Bowling Green
419-354-8900

Wood County Prosecutor's Office

One Courthouse Square, Bowling Green
419-354-9250

BGSU Firelands Resources

Erie County Prosecutor's Office

247 Columbus Ave., Suite 319
Sandusky, OH 44870
419-627-7697

Erie County Sheriff's Office

2800 Columbus Ave.
Sandusky, OH 44870
419-625-7951

Firelands Regional Medical Center

1111 Hayes Ave.
Sandusky, OH 44870
419-557-7400, 800-342-1177

Counseling and Recovery Services of Erie County

1925 Hayes Ave.
Sandusky, OH 44870
419-557-5178, 800-342-1177 (ext. 517)

Policy for Preparing Report

Bowling Green State University's annual Campus Security and Fire Safety Report is the result of the efforts of many people. Each year individuals and organizations, both on and off campus, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the 2008 Higher Education Opportunity Act, submit their data for inclusion in the annual crime statistics. Crime reports and statistics are collected and tabulated by the BGSU Police Department. Fire safety information is gathered by staff in Environmental Health and Safety in collaboration with the BGSU Police Department. Statistics for the Firelands campus are collected in collaboration with Firelands campus staff and the Erie County Sheriff's Office. Every effort is taken to ensure that all persons required to report incidents to the BGSU Police for inclusion in this report in fact do so, and that our statistics are as accurate as possible. Therefore, some incidents that are reported to other campus security authorities (and not directly to the police) are included in the statistics.

Crime Statistics

Pursuant to federal law, the BGSU Police Department annually reports information to students and employees regarding institutional crime statistics. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by BGSU, and on public property within, or immediately adjacent to and accessible from, the campus.

Crime statistics are compiled in accordance with the guidelines set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the 2008 Higher Education Opportunity Act. These figures include reports of crimes and arrests occurring on campus, in non-campus, University owned or affiliated buildings or property, and public property within the City of Bowling Green that is immediately adjacent to campus. These geographic areas are defined as follows:

On-Campus

1. Any building or property owned or controlled by BGSU within the same reasonably contiguous geographical area and used by BGSU in direct support of, or in a manner related to, its educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the areas identified in paragraph (1), that is owned by BGSU but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

Most of the reported offenses and arrest statistics for the on-campus category are provided by the BGSU Police Department. Some are provided by the City of Bowling Green Police Division. For BGSU Firelands, the Erie County Sheriff's Office provides the reported offenses and arrest statistics.

Public Property

Public property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The reported offenses and arrest statistics for public property are provided by both the City of Bowling Green Police Division and the BGSU Police Department and consist of incidents occurring on streets, sidewalks and other public property immediately adjacent to campus. For BGSU Firelands, the Erie County Sheriff's Office provided the information.

Non-Campus Building or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same contiguous geographic area.

The Wood County Sheriff's Office, the Putnam County Sheriff's Office, the Perrysburg Police Department and the Owens Community College Department of Public Safety provided the reported offenses and arrest statistics for the Non-Campus Buildings or Properties category. For BGSU Firelands, the Erie County Sheriff's Office provided the information.

**Bowling Green State University
Main Campus Crime Statistics**

Criminal Offenses	Year	On Campus Housing	Other On Campus	Total On Campus	Non- Campus Building/ Property	Public Property	Total
Criminal Homicide							
Murder	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	1	1
	2015	1	0	1	0	0	1
	2016	1	0	1	0	0	1
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	2	2	0	0	2
Burglary	2014	7	11	18	0	0	18
	2015	7	1	8	0	0	8
	2016	3	4	7	0	0	7
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2015	0	5	5	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	2	1	3	0	0	3
	2015	2	0	2	0	0	2
	2016	3	0	3	0	0	3
Sexual Offenses							
Rape	2014	9	0	9	0	0	9
	2015	13	1	14	0	0	14
	2016	7	1	8	0	0	8
Fondling	2014	2	0	2	0	0	2
	2015	0	0	0	0	0	0
	2016	2	2	4	0	0	4
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Violence Against Women Act (VAWA) Crimes	Year	On Campus Housing	Other On Campus	Total On Campus	Off-Campus Building/Property	Public Property	Total
Dating Violence	2014	3	3	6	0	0	6
	2015	10	4	14	0	0	14
	2016	4	0	4	0	0	4
Domestic Violence	2014	0	1	1	0	0	1
	2015	0	2	2	0	0	2
	2016	0	0	0	0	0	0
Stalking	2014	1	1	2	0	0	2
	2015	4	0	4	0	1	5
	2016	1	0	1	0	0	1

Arrests							
Liquor Law Violations	2014	43	25	68	0	18	86
	2015	53	51	104	0	37	141
	2016	72	25	97	0	20	117
Drug Law Violations	2014	39	20	59	0	12	71
	2015	43	50	93	0	37	130
	2016	58	30	88	0	34	122
Weapons Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Conduct Referrals							
Liquor Law Violations	2014	54	11	65	0	0	65
	2015	170	16	186	0	0	186
	2016	68	23	91	0	0	91
Drug Law Violations	2014	12	3	15	0	0	15
	2015	20	18	38	0	0	38
	2016	66	28	94	0	0	94
Weapons Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Hate Crimes

2014: No reported hate crimes.

2015: Three on-campus housing property damage, all characterized by racial bias.

2016: Three on-campus housing, two property damage and one larceny, plus one on-campus intimidation. All four were characterized by racial bias.

Unfounded Crimes

2014: Three unfounded crimes.

2015: No unfounded crimes during this year.

2016: One unfounded crime

**Bowling Green State University
Firelands Crime Statistics**

Criminal Offenses	Year	On Campus	Non-Campus Building/ Property	Public Property	Total
Criminal Homicide					
Murder	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Criminal Offenses (continued)	Year	On Campus	Non- Campus Building/ Property	Public Property	Total
Sexual Offenses					
Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Fondling	2014	1	0	0	1
	2015	0	0	0	0
	2016	0	0	0	0
Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Violence Against Women Act (VAWA) Crimes	Year	On Campus	Off-Campus Building/ Property	Public Property	Total
Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Arrests	Year	On Campus	Non-Campus Building/Property	Public Property	Total
Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Weapons Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Conduct Referrals					
Conduct Referrals	Year	On Campus	Non-Campus Building/Property	Public Property	Total
Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Weapons Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

* There is no on-campus housing at BGSU Firelands.

Hate Crimes

There were no reported hate crimes for the years 2014, 2015 and 2016.

Unfounded Crimes

There were no unfounded crimes for the years 2014, 2015 and 2016.

Disseminating Information on Serious Crimes

We encourage everyone to take responsibility for the safety and security of themselves and others. We promote this crime prevention message through campus programs and literature distribution and by publicizing crime.

Crime Log

The BGSU Police Department maintains a daily crime log that records all criminal incidents and alleged criminal incidents that were reported to the BGSU Police Department. The crime log includes the nature of the crime, the date the crime was reported, the date/time the crime occurred, the general location of the crime, and the disposition of the incident. Names and any other identifying information regarding the people involved in the incidents are NOT included on the crime log.

An entry, an addition to an entry or a change in disposition of a complaint is recorded within two business days of the reporting of the information to the BGSU Police Department, unless the disposition changes after 60 days have passed. A sworn, commissioned law enforcement officer makes the determination of disposition. The crime log for the most recent 60-day period is open to public inspection upon request during normal business hours. Any portion of the crime log that is older than 60 days will be made available within two business days of the request. Requests for the crime log can be made to the BGSU Police Department at (419) 372-2346.

Crime Alerts

We believe that publicizing crime and campus safety information helps make this campus safer. One method of doing so is through Crime Alerts that are issued by the BGSU Police Department. Crime Alerts may be issued to assist the police in gathering information, to inform the campus community of criminal or suspicious activity or crime trends and to facilitate crime prevention. They are posted on the BGSU Department of Public Safety website and are distributed to the campus community via mass email.

Timely Warnings

When the BGSU Police determine that a Clery Act crime occurring in our Clery jurisdiction represents a serious or continuing threat to students and employees, they will use the Crime Alert as a vehicle to make timely warnings to the campus community. The purpose of a timely warning is to provide information that will aid in the prevention of similar crimes by enabling people to protect themselves. Timely warnings will be issued as soon as the pertinent information is available. If the BGSU Police determine there is a serious or continuing threat, federal law requires BGSU to issue timely warnings for serious crimes such as murder, robbery, aggravated assault, burglary, motor vehicle theft, rape and certain hate crimes if the crime occurred on campus, on property owned or controlled by the University, or on public property that is immediately adjacent to campus such as streets and sidewalks that border campus. The BGSU Director of Public

Safety or his/her designee will determine on a case-by-case basis whether a timely warning will be issued via a Crime Alert.

At BGSU Firelands, warnings are issued by the Dean or the Director, Budget and Operations, in consultation with the Erie County Sheriff's Office and the BGSU Director of Public Safety.

Timely warnings will generally contain the following information:

- Type of criminal activity reported
- Date and time of the incident
- Location of the incident
- A brief description of the offense
- Suspect(s)
- Specific safety response and safety tips
- Police and emergency telephone numbers
- Date of issuance

Emergency Notification

An emergency notification is different than a timely warning or crime alert. Emergency notifications will be issued immediately upon confirmation that any significant emergency or dangerous situation exists that involves the immediate threat to the health or safety of students, employees, guests or visitors on campus.

An emergency notification will be issued via an AlertBG text message, digital signage, mass email, and posts to Facebook, Twitter and the BGSU home page. Emergency notifications are typically more immediate, shorter, and contain less information than timely warnings due to the fast evolving nature of emergency situations. Updates or follow-ups to emergency notifications will be given as necessary when information becomes available. In some situations, an emergency notification may also serve as a timely warning depending on the circumstances and the information available. See the emergency response procedures that follow regarding details about emergency notifications.

Emergency Response and Evacuation Procedures: Main Campus

The following initial procedures are utilized when the Bowling Green State University Police Department is notified about a potential life safety situation that affects the BGSU campus and/or its constituents off campus. The University also has a Comprehensive Emergency Management Plan that addresses other aspects of responding to and recovering from emergencies and disasters.

- The BGSU police dispatcher receives notification of a potential life safety emergency.

- The dispatcher shares the information with the Officer in Charge and dispatches officers to verify the situation immediately.
- The Officer in Charge determines whether the situation requires consultation with other officials such as public health experts or Environmental Health and Safety personnel.
- The Officer in Charge determines whether the situation necessitates the notification of the campus community.
- If the Officer in Charge deems immediate notification should be disseminated to the campus community, a message is sent by the following means:
 - AlertBG text message
 - Email to student, faculty, and staff from bgsupolice@bgsu.edu
 - University homepage, Facebook and Twitter
 - Digital signs across campus
- Once the initial information has been shared with the campus community, Marketing and Communications will take on the role of continued communication with the campus community and others.
- The BGSU Police dispatcher will send an “All Clear” message when the situation is over.

The above procedures will be acted upon without delay when a life safety issue is reported. Police officers will be immediately dispatched to the scene of the life safety situation in order to verify the situation and gather further information. The content of the message sent to the campus community will be determined by the BGSU Police Department in conjunction with the Office of Marketing and Communications and other University officials as appropriate. Further, the BGSU Police Department is responsible for determining which component(s) of the campus community will be notified of the potential life safety situation (ex. Bowling Green campus, BGSU Firelands or both).

Information will not be shared with the campus community when the BGSU Police Department determines that doing so would compromise the efforts of assisting those in peril.

Information will also be shared with the City of Bowling Green Police Division, the Ohio State Highway Patrol, and the Wood County Sheriff’s Office when necessary so they may assist in handling the situation and share information with the wider community. These agencies receive notification via phone, police radio contact and the AlertBG text messaging system.

The following departments are responsible for initiating the notification of the campus community in a potential life safety situation:

- BGSU Police Department
- The Office of Marketing and Communications
- Information Technology Service staff.

Additional means of providing on-going information concerning a potential life safety situation and its resolution include:

- Blast emails to campus
- Text messages sent via AlertBG
- University home page, Facebook, Twitter and digital signs
- Communication with BGSU police officers in patrol cars
- Residence Hall Directors and Fraternity and Sorority Life House Directors for dissemination to students in their halls and houses
- Campus media – BG 24 News, WBGU-FM 88.1, WFAL-AM 1610
- Marketing and Communications will provide information on 419-37A-LERT, a telephone number concerned constituents may call.

To better prepare campus in the event of an emergency situation, Bowling Green State University conducts unannounced tests of the emergency notification process on the main campus at least once during each academic year with the entire campus community. A sample group is also utilized to test modifications and updates to the notification system as they occur. The University conducts announced tests of its Comprehensive Emergency Management Plan for the main campus at least once each calendar year with tabletop exercises, mock emergencies and drills. The Emergency Management Coordinator documents these tests and revises emergency plans as necessary based on the assessment and evaluation that occurs with each test. The institution's emergency response procedures for specific types of emergencies can be found online and in the Comprehensive Emergency Action Plans for each building.

Emergency Response and Evacuation Procedures: BGSU Firelands

The following procedures are utilized when the Bowling Green State University Firelands Office of Budget and Operations is notified about a potential life safety situation that affects the BGSU Firelands campus and/or its constituents off campus.

- The BGSU Firelands Office of Budget and Operations secretary or the Switchboard Operator receives notification of a potential life safety emergency.
- The secretary or operator shares the information with the Director, Budget and Operations, and as necessary, the Plant Operations and Maintenance staff and the on-campus Erie County Sheriff's Deputies and dispatches those staff and deputies to verify the situation immediately.
- The Director, Budget and Operations and the BGSU Firelands Dean determine whether the situation necessitates the notification of the campus community.
- If the Director, Budget and Operations and Dean deem immediate notification should be disseminated to the campus community, a message is sent by the following means:
 - AlertBG text message, sent by the Director, Office of Technology Support Services (OTSS) or designee
 - Email to student, faculty, and staff from Dean's Office or OTSS
 - BGSU Firelands homepage.

- Once the initial information has been shared with the campus community, Marketing and Community Relations, in conjunction with the Dean and BGSU Firelands Director, Budget and Operations, will take on the role of continued communication with the campus community.
- The BGSU Firelands Director, OTSS, or designee will send an “All Clear” message when the situation is over, and instructed to do so by the Dean or Director, Budget and Operations.

The above procedures will be acted upon without delay when a life safety issue is reported. Deputies will be immediately dispatched to the scene of the life safety situation in order to verify the situation and gather further information. The content of the message sent to the campus community will be determined by the BGSU Firelands Dean or designee in conjunction with the Erie County Sheriff’s Office. They are also responsible for determining which component(s) of the campus community will be notified of the potential life safety situation.

Information will not be shared with the campus community when the Erie County Sheriff’s Office, in conjunction with the BGSU Firelands Dean or designee determines that doing so would compromise the efforts of assisting those in peril. If practical, the BGSU Director of Public Safety may be consulted as well.

Information will also be shared with the Huron City Police, the Ohio State Highway Patrol, and the Erie County Sheriff’s Office when necessary so they may assist in handling the situation and share information with the wider community. These agencies receive notification via phone, police radio contact and the AlertBG text messaging system. The following departments are responsible for initiating the notification of the campus community in a potential life safety situation:

- Office of Budget and Operations, including the Erie County Sheriff’s Deputy(ies) on duty
- Dean’s Office
- The Office of Marketing and Community Relations
- OTSS staff

Additional means of providing on-going information concerning a potential life safety situation and its resolution include:

- Blast emails to campus
- Text messages sent via AlertBG
- University and BGSU Firelands homepages
- Communication with the Erie County Sheriff’s Office and deputies
- Local media – WLEC (1450 AM)/WCPZ (102.7 FM)/WLKR (95.3 FM)/WKFM (96.1 FM)
- BGSU Marketing and Communications will provide information on 419-37A-LERT, a telephone number concerned constituents may call
- Emergency Desktop Alert System

- Emergency Mass Notification System (on-campus)

To better prepare campus in the event of an emergency situation, BGSU Firelands conducts unannounced tests of the emergency notification process at least once during each academic year with the entire campus community. A sample group is also utilized to test modifications and updates to the notification system as they occur.

Alcohol and Drugs

The information in this section of the report regarding drug and alcohol use is provided in response to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226), which require that the University show that it has adopted and implemented a program to prevent illicit use of drugs and the abuse of alcohol by students and employees.

Drug-free workplace

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee, and student has a right to work and learn in an environment free from the effects of the abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, and possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, staff employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal charges.

Prevention

The University enforces underage drinking laws.

Choices relating to alcohol and other drug use can affect safety, academics, health, relationships, and the lives of others in the BGSU community. Frequently, alcohol and drug misuse results in sexual assaults, increases in vandalism, conduct problems, decreases in academic performance, injuries, medical problems, deaths including overdoses, suicides, traffic fatalities, impaired driving abilities and physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs.

Alcohol Guidelines

Abstinence from alcohol is a safe and acceptable lifelong decision. Alcohol-free lifestyles can decrease or eliminate risk of alcohol-related negative consequences.

Heavy drinking contributes to accidents, violence, trauma and medical problems that can result in death. Many psychological and cardiovascular benefits have been associated with moderate drinking. The U.S. Department of Health and Human Services has defined moderate drinking as "no more than one standard drink per day for women and no more than two standard drinks per day for men. A standard drink is equal to 12 ounces of regular beer (with 0.5 ounces of absolute alcohol), 5 ounces of table wine, or 1.5 ounces of 80-proof distilled spirits."

Research shows that adverse consequences may occur even at relatively low levels of alcohol consumption. Driving-related skills can be impaired at relatively low levels of blood alcohol concentration. Reaction time, judgment, attention spans, eye movements, and coordination can be altered adversely at BACs (blood alcohol content), which are less than intoxication levels.

Ongoing studies are exploring the risks to a fetus, which are associated with low levels of alcohol consumption. By choosing healthy alternatives to alcohol consumption, you can learn new coping skills, alternatives to decreasing stress, and stronger social skills. These guidelines for moderate drinking exclude the following who are prohibited from or who should not drink alcoholic beverages:

- Persons under the age of 21
- Women who are pregnant or trying to conceive
- People who intend to drive or engage in other activities or skills
- Recovering alcoholics
- People with certain medical conditions
- People taking certain medications

Drug Health Risks

	Narcotics	Depressants	Stimulants	Hallucinogens	Cannabis
	(Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone)	(Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutethimide)	(Cocaine, Amphetamines, Phenmetrazine, Methylphenidate)	(LSD, Mescaline & Peyote, Amphetamine Variants, Phencyclidine)	(Marijuana, Tetrahydrocannabinol, hashish, hashish oil)
Possible Effects	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slurred speech, disorientation, drunken behavior without odor of alcohol	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Analogues, illusions, & hallucinations, poor perception of time and distance	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior
Effects of Overdose	Slow & shallow breathing, clammy skin, convulsions, coma, possible death	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Longer, more intense "trip" episodes, psychosis, possible death	Fatigue, paranoia, possible psychosis
Withdrawal Syndrome	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating	Anxiety, insomnia, tremors, delirium, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation	Withdrawal syndrome not reported	Insomnia, hyperactivity, decreased appetite occasionally reported
Risk of Physical Dependence	High	Moderate to High	Possible	Unknown	Unknown
Risk of Psychological Dependence	High	Moderate to High	High	Unknown, High for Phencyclidine and analogs (i.e. PCP)	Moderate

Alcohol and the Law

Bowling Green State University's Alcohol Policy

Bowling Green State University recognizes that the decision to use alcoholic beverages is a personal choice; however, this choice must be made in accordance with the laws of the state of Ohio. In addition, the mature and responsible consumption of alcohol must be consistent with the mission and Core Values of the University and in accordance with the

Bowling Green State University Code of Student Conduct. (Section 6.D. 2 prohibits the use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University policy.)

Before you choose to break the law, please review the risks you encounter, such as

- possible fine
- imprisonment
- criminal record
- embarrassment
- career jeopardy
- reputation jeopardy
- loss of self-esteem
- loss of job
- suspension from the University
- death

You have a responsibility to follow the laws of your city, state and nation. If you fail to live up to that responsibility, you may face certain penalties. Imposing penalties upon you is an option even if a victim of your conduct is not a student and is not choosing to prosecute. The student conduct process can be initiated through the Office of the Dean of Students at 419-372-2843.

Underage consumption, purchasing or possession of alcohol

The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. Purchasing, possessing or consuming alcohol under the age of 21 is a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or a \$1,000 fine or both. Any student under the age of 21, therefore, risks being imprisoned and fined when he/she decides to drink alcohol on or off campus.

Providing alcohol to an underage person

A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person he/she knows or should know is not 21 years of age.

Fake ID

Possession or display of a fictitious operator's license is a first-degree misdemeanor. The offense includes mere possession of a fictitious license or display of someone else's valid operator's license. The maximum penalties for this offense are six months imprisonment or a \$1,000 fine or both. Moreover, if the fictitious operator's license is utilized to purchase alcohol or enter an establishment that serves alcohol, the minimum fine must be

at least \$250 and the person displaying the fictitious operator's license may have his/her valid operator's license suspended for three years.

Operating a Vehicle Under the Influence of Alcohol or Drugs (OVI)

In Ohio, a person may not operate a motor vehicle if he/she is impaired by alcohol and/or drugs. The maximum penalty for operating a vehicle while under the influence is six months imprisonment (mandatory at least three days in jail) or a \$1,000 fine (a mandatory minimum fine of \$250) or both. In addition, the operator must forfeit his/her driving privileges for six months.

Open container

It is illegal to possess, in public, an open container of an alcoholic beverage. Conviction of this offense carries a maximum penalty of a \$100 fine. Consumption of alcohol in a motor vehicle is a fourth-degree misdemeanor with maximum penalties of 30 days imprisonment or a \$250 fine or both.

Disorderly conduct

Disorderly conduct while intoxicated is a minor misdemeanor and carries a maximum penalty of a \$100 fine. Disorderly conduct occurs when one recklessly causes inconvenience, annoyance or alarm to another due to offensive conduct.

Think before you drink

Before you choose to break the law, please review the risks you encounter, namely possible fine, imprisonment, criminal record, embarrassment, career jeopardy, reputation jeopardy, loss of self-esteem, loss of job, suspension from the University, serious medical conditions or possible death.

More information about laws governing the sale and possession of alcohol and other drugs, as well as penalties for violations of these laws, may be obtained from the BGSU Police Department, Student Legal Services, the Jerome Library or the City of Bowling Green Police Division.

Federal and State Penalties for Sale and Possession of Illegal Drugs

The federal government decides if and how a drug should be controlled. Psychoactive (mind- altering) chemicals are categorized according to Schedule I-V. This schedule designates whether the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official.

The following are Federal Trafficking Penalties as of January 1, 1997:

Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Federal and State of Ohio penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for Schedule III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/or if serious injury or death has occurred. These penalties are similar to those listed for Schedule I and II. The federal penalty for first-offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.

Schedule III, IV, and V drugs include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than Schedule I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (Schedule III), some narcotics, some barbiturates and other depressants, which are not classified as Schedule I or II.

The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual." The federal penalty for first offense sale of Schedule IV drugs is "not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is "not more than one year, fine of not more than \$100,000 individual/\$250,000 not individual."

Sale of some Schedule III drugs is a felony and has a state of Ohio penalty of "up to seven years; or a fine up to \$5,000; or both." The state of Ohio penalty for sale of Schedule IV drugs is a felony and has a penalty of "up to four years; or a fine up to \$2,000, or both. Sale of Schedule V drugs in the state of Ohio is also a felony and has a state penalty of "up to two years, or a fine up to \$2,000, or both."

Student Conduct sanction plan minimum guidelines for alcohol-related incidents

When a student and/or student organization is found responsible for violating the alcohol policy and/or procedures, any and all of the following sanctions may be imposed. Students who already have Code of Student Conduct violations may receive more severe sanctions. Sanctions may also be enhanced based on the severity of the behavior and the impact on the community.

Alcohol-related incidents

First Violation

- Residential Conduct Probation or University Warning for one year
- Participation in an alcohol education program at the student's expense

Second Violation

- Referral to the University level
- University Conduct Probation for one year
- Participation in an alcohol education program at the student's expense and meetings with the Alcohol and Other Drug Prevention Specialist or designee
- Parental Notification

Third Violation

- Referral to the Office of the Dean of Students and either:

DEFERRED SUSPENSION

- Alcohol screening and meetings with the Alcohol and Other Drug Prevention Specialist or designee
- Monthly meetings with Associate or Assistant Dean of Students or designee
- Parental Notification

SUSPENSION

- Documentation of the completion of an alcohol assessment/treatment program is required for consideration of re-admission
- University Conduct Probation upon return to the University
- Monthly meetings with Associate or Assistant Dean of Students or designee upon return

Fourth Violation (if not suspended on third violation)

SUSPENSION

- Documentation of the completion of an alcohol assessment/treatment program is required for consideration of re-admission
- University Conduct Probation upon return to the University

- Monthly meetings with Associate or Assistant Dean of Students or designee upon return

Alcohol and Drug Support

Bowling Green State University supports and sponsors programs aimed at preventing student and employee alcohol and other drug impairment problems. The counseling center offers confidential alcohol and other drug counseling to BGSU students with screening, evaluation, referral and follow-up. Supportive recovery assistance is available.

In addition, the BGSU Wellness Connection offers peer education programs and professional staff education workshops on issues relating to substance abuse prevention as well as intervention.

BGSU Human Resources contracts with IMPACT to offer employee assistance services to BGSU employees, including supervisory and employee educational training regarding substance abuse issues and confidential counseling services with diagnostic assessments. For more information please visit: <http://www.bgsu.edu/human-resources/benefits/work-life-balance.html>.

Policies and Procedures for Addressing Sex Offenses, Dating Violence and Stalking

Bowling Green State University recognizes the seriousness of sex offenses, dating violence, domestic violence and stalking and commits itself to preventing such offenses. BGSU prohibits these crimes and all offenses of violence. The University Policy on Violence below outlines, in full, the University's commitment to a safe environment in which acts of violence are not tolerated.

Students who are victimized are treated with dignity. The University acknowledges the support services of the Falcon Health Center, the BGSU Police Department, the Counseling Center, the Women's Center, the Community of Care Coalition, the Office of Residence Life, Student Legal Services, the Wellness Connection, the Office of the Dean of Students, the Office of Student Affairs, Behavioral Connections of Wood County, Firelands Dean's Office, Erie County Sheriff's Office, and Firelands Counseling and Recovery Services of Erie County. Many additional University offices also provide programming aimed at the prevention of crime.

Violence

It is the policy of BGSU that acts of violence, threats of violence or intimidation will not be tolerated. In its mission to become a premier learning institution, BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims and survivors will be treated with dignity and respect. Any person found in violation of this policy may be subject to conduct action. Violators may also be subject to criminal prosecution. For the purpose of this policy the following definitions apply:

- A. Acts of violence include any exercise of force against persons or property that could result in physical or emotional harm.
- B. Threats of violence include any verbal or non-verbal communication that inflicts harm.
- C. Intimidation includes any verbal or nonverbal act toward another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include, but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, domestic violence, dating violence, verbal or other threats of physical or sexual assault, threats that may include a weapon and damage or destruction of another's property. BGSU is committed to providing education, prevention, advocacy, intervention and support services which address acts of violence, threats of violence and intimidation. In addition, the University collaborates with community agencies and professionals in providing these services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities, such as the BGSU Police Department, the Office of the Dean of Students, BGSU Title IX Coordinator, Firelands Dean's Office, and the Erie County Sheriff's Office.

Sex Offender Registration

Federal law requires convicted sex offenders to register for the purpose of community notification. In addition, these laws provide for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The law requires sex offenders, already required to register in a specific state, to provide notice of each institution of higher education at which that person is employed or enrolled as a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institution of higher education is located. Institutions of higher education are required to issue a statement advising the campus community where law enforcement agency information, provided by the state concerning registered sex offenders, may be obtained.

Persons seeking to obtain sex offender registration information relevant to the Bowling Green State University campus community may contact the Wood County Sheriff's Office at 419-354-9001 or go to their website at <http://www.woodcountysheriff.com>. For BGSU Firelands, persons can obtain information from the Erie County Sheriff's Office at 419-625-7951 or the website at <http://www.eriecounty.oh.gov/popular-links/erie-county-sheriff>.

Information on Sex Offenses, Dating Violence, Domestic Violence and Stalking

Rape, dating violence, domestic violence and stalking are crimes of power and control. These offenses reflect a total disregard for the rights and feelings of others.

Sexual assault, other forms of sexual harassment, dating violence, domestic violence and stalking can happen anywhere, at any time, to anyone. With regard to rape, based on a study conducted by the National Institute of Justice, it is estimated that a college enrolling 10,000 female students could experience more than 350 rapes per year (U.S. Department of Justice, December 2000). It is also estimated that one in 12 men are victims of rape or sexual assault. These are alarming statistics. BGSU does not tolerate violence or intimidation. The University is prepared to respond to these incidents whether they occur on campus or off campus. BGSU offers a variety of programs and services that focus on education, prevention, and response to sex offenses, relationship violence and stalking.

Students who are victimized can experience high levels of physical and psychological distress. Negative consequences of these incidents are wide-ranging and may include:

- Sexually transmitted infections
- Unwanted pregnancy
- Adoption of negative health practices (such as the misuse of alcohol or drugs, disordered eating, and smoking)
- Difficulty sleeping
- Symptoms of depression and anxiety
- Post-traumatic stress disorder, or other psychological disorders
- Difficulty concentrating on academic work
- Low self-esteem
- Problems with future intimacy or sexual functioning

In addition, there may be disruption of employment and expenditure of massive financial resources and time as a result of pursuing medical, social, psychological or legal services.

Survivors may blame themselves. Many offenses go unreported, which can result in survivors failing to obtain necessary medical, social, psychological, and legal assistance.

Crime definitions and categories (Paraphrased from the Ohio Revised Code.)

Sexual Contact

Ohio law defines this as any touching of an erogenous zone of another, including the thigh, genitals, buttocks, pubic region, areas particularly sensitive to sexual stimulation, or, if such person is female, breast(s), for the purpose of sexually arousing or gratifying either person.

Sexual Conduct

Ohio law defines this as vaginal intercourse between a male and female, and anal intercourse or oral sexual activity between persons regardless of gender. Penetration with any body part or object, however slight, is sufficient to complete vaginal or anal intercourse.

Sexual Imposition

Ohio law defines this as having sexual contact with another when the offender knows that the contact is offensive to the other person or is reckless in that regard; or the offender knows that the other person's ability to appraise the nature of the contact or ability to control the contact is substantially impaired; or the offender knows the other person submits because they are unaware of the sexual contact.

Gross Sexual Imposition

Ohio law defines this as having sexual contact with another, by force or threat of force; or the offender substantially impairs the other person's judgment or control using drugs or intoxicants secretly or by force, threat of force, or deception.

Sexual Battery

Ohio law defines this as having sexual conduct with another by knowingly coercing the other person to submit; or the offender knows the other person's ability to appraise the nature of or control their own conduct is substantially impaired; or the offender knows the other person submits because they are unaware that the act is being committed.

Rape

Ohio law defines this as engaging in sexual conduct by force or threat of force; or for the purpose of preventing resistance, offender substantially impairs victim's judgment or control by giving any drug/intoxicant secretly or by force, threat of force, or deception. Victim need not prove physical resistance.

Sexual Assault

Sexual assault is an umbrella term and not a legal definition. It includes the crimes of sexual imposition, gross sexual imposition, sexual battery and rape. It covers a wide range of actions that may violate criminal law and/or University policy when taken against a person without the person's knowing consent, against the person's will, or under force, threat of force, or coercion. Sexual activity occurring when someone is medicated, asleep, passed out, or substantially impaired by drugs or alcohol can also be illegal. In these situations a person cannot truly consent since she or he is not in a coherent state of mind.

Domestic Violence

Ohio law defines domestic violence as violence or threats of violence that occur between family or household members.

Dating Violence

There is no legal definition in Ohio for dating violence. Statistics for dating violence in this report include incidents, other than domestic violence, where violence or the threat of violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Menacing by Stalking

While there is no legal definition for stalking in Ohio, there is another closely related law. Ohio law defines menacing by stalking as occurring when someone knowingly engages in a pattern of conduct that causes another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.

Rights, Policies and Procedures to be Followed in Response to Cases of Reported Sex Offenses, Dating Violence, Domestic Violence and Stalking

A. Seeking Assistance

The student who has been the victim of a sex offense, dating violence, domestic violence or stalking has many options in seeking assistance. Although victims are not always sure about what has happened to them or what steps they can take, there are staff members specialized in victim advocacy who can assist the student in making informed choices. Students can receive assistance from the BGSU Police Department, Counseling Center, Office of the Dean of Students, BGSU Title IX Coordinator, Office of Residence Life, Falcon Health Center, Bowling Green City Police, Wood County Sheriff's Office, Wood County Hospital, Wood County Prosecutor's Office, The Cocoon and The Link Crisis Hotline. Additional sources of assistance for BGSU Firelands include the Erie County Sheriff's Office, the Firelands Regional Medical Center and the Firelands Dean's Office. It is the option of the student whether or not to seek legal, medical and/or psychological services. Victims are encouraged to seek medical attention and support even if they do not wish to report the incident to police.

B. Seeking Medical Attention and Maintaining Evidence

It is important for a student who has been sexually assaulted to receive medical care to ensure physical well-being and to maintain the collection and preservation of evidence should the student choose to take legal action at any time in the future. Medical care may include emergency contraception, antibiotic treatment to address any sexually transmitted infections and specialized, physical examinations. Physical examinations and rape kits conducted at the Wood County Hospital or the Firelands Regional Medical Center are

provided by a trained Sexual Assault Nurse Examiner. The purpose of the rape kit is for the collection of evidence. All rape kit evidence should be collected in the first 96 hours after the assault has occurred. Regardless if a student showers or changes clothing, a rape kit can still be collected. Having a rape kit completed does not mean that the case will go to court or that the student must press criminal charges. It does leave the option available and can greatly enhance the chances of a successful prosecution should the student make the decision to press charges at a later date. The medical facility that collects the evidence will contact police and transfer the rape kit to the police for them to store as evidence for an investigation in case the victim later chooses to report the incident to police.

In addition to the rape kit and clothing of the victim or suspect, other potential sources of evidence include bedding, condoms, any source of DNA evidence, cell phone records, text messages, voice mail messages, social media posts, photos and video footage. We encourage victims to report sex offenses and incidents of domestic violence, dating violence and stalking as soon as possible to assist in the evaluation of available evidence and the preservation of such evidence just in case the victim later decides to request a criminal or student conduct investigation.

C. Legal Issues

1. The victim of a reported sex offense, dating violence, domestic violence or stalking incident has the right to full and prompt cooperation from University personnel. Victims will be given written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available. Victims will also be provided with written notification about options for accommodations and protective measures, regardless of whether the victim wants to report the crime to police. Victims also have the right to pursue prosecution in a court of law. Even if the student does not want to press charges, they can speak with a police officer regarding the incident in order to keep all options open for the future. An advocate can help explain the difference between pressing charges and filing a report. The University will assist a victim with filing a report with the police if they choose to do so. BGSU police officers receive training in the investigation of sex offenses, domestic violence, dating violence and stalking. Officers are trained to first seek medical assistance for the survivor, then obtain vital information and evidence, which may be used in a later conduct or court action. All BGSU police officers have full police powers, which enable them to make arrests anywhere on the campus of Bowling Green State University. In addition, Bowling Green State University Police and the City of Bowling Green Police Division have a Mutual Aid Agreement which gives BGSU police officers full powers of arrest within the city of Bowling Green; likewise, the Bowling Green City Police have arrest powers on the campus of Bowling Green State University. In addition to the services provided by the Bowling Green campus, the Firelands campus also utilizes the services of the Erie County Sheriff's Office.

2. **Duty to Report:** All University personnel with the exception of those providing mental health services are required to report that a felony has been or is being committed.
3. **Reporting Procedures On and Off Campus:** On-campus incidents should be reported to the BGSU Police Department. All off-campus offenses should be reported to the City of Bowling Green Police Division or the local jurisdiction in which the incidents occurred. For BGSU Firelands, incidents should be reported to the Erie County Sheriff's Office.

Options to Consider in the Recovery from a Sex Offense, Domestic Violence, Dating Violence and Stalking

Academic Issues

Crime can also affect a victim's academic performance. Students may seek assistance with academic issues through the Office of the Dean of Students at 419-372-2843. The Office of the Dean of Students will work collaboratively with the student's college office. At BGSU Firelands, students should seek assistance from the Office of the Dean at 419-372-0623.

Advocacy

Advocates from The Cocoon are trained in providing emotional support, information, referrals, plus medical and legal information for survivors of domestic and sexual violence. Advocates can be contacted at any point in the aftermath of an incident to provide assistance. However, the sooner an advocate is called and able to provide information and services, the more options a victim may have. To contact an advocate, call The Link hotline at 419-352-1545.

Alcohol and Other Substances

Often times, victims, knowingly or unknowingly, ingest alcohol and other substances prior to being victimized. In either case, a victim will not be penalized for underage consumption if an incident is reported to the police or the Office of the Dean of Students. Below are support resources.

BGSU Student Conduct Program

If the perpetrator is a student, a victim may utilize the student conduct process, which is the University's system of conduct action for students. This course of action is an option even if the victim is not a student and is not choosing to pursue prosecution. If the alleged violator accepts or is found responsible for a violation of the Code of Student Conduct, the victim will be given the opportunity to provide information for consideration on the outcome of the case. The standard of proof to be applied in all student conduct violations is "more likely than not" that a policy violation occurred. Proceedings will

include a prompt, fair, and impartial process from the initial investigation to the final result. Potential sanctions range from a University warning to University conduct probation, discretionary sanctions and expulsion. A full list of student conduct sanctions can be found in section 10 of the Code of Student Conduct located in the Student Handbook at <http://www.bgsu.edu/studenthandbook>. All investigations will be conducted by staff member who has received at a minimum annual training on issues related to dating violence, domestic violence, sexual assault and stalking as well as investigation and hearing procedures that protect the safety of victims and promote accountability.

The student conduct process can be initiated through the Office of the Dean of Students at 419-372-2843. At the Firelands campus, students should seek assistance from the Office of the Dean at 419-372-0623.

The BGSU Student Conduct Program uses the following definition of consent as outlined in the Code of Student Conduct:

While there is no legal definition of consent in Ohio law, the institutional definition of consent closely mirrors key points found in Ohio law. Consent is defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity.

- Consent must be voluntary.
- An individual cannot consent who is:
 - Substantially impaired by any drug or intoxicant; or
 - Who has been compelled by force, threat of force, or deception; or
 - Who is unaware that the act is being committed; or
 - Whose ability to consent is impaired because of a mental or physical condition; or
 - Who is coerced by supervisory or disciplinary authority.
- Consent may be withdrawn at any time.
- Prior sexual activity or relationship does not, in and of itself, constitute consent.
- An individual must be of legal age to give consent, as defined by the State of Ohio.

Procedures for On-Campus Student Conduct Proceedings Involving Reported Sex Offenses, Dating Violence, Domestic Violence and Stalking

A. Student Rights

The following procedures and rights are applicable to the complainant and the respondent in cases involving reports of sex offenses, dating violence, domestic violence and stalking by a student whether on or off campus. Student conduct proceedings will include a prompt, fair and impartial process from the initial investigation to the final result. They will be conducted by staff who receive annual training on the issues related to these offenses and on methods involved in conducting an investigation and hearing process that protects the safety of the victims and promotes accountability.

1. The complainant may submit a written complaint of the alleged offense to the Office of the Dean of Students, 301 Bowen-Thompson Student Union, or on the Firelands campus to the Office of the Dean, Foundation Hall.
2. The complainant will be provided with an interview conducted by the Office of the Dean of Students or the Office of the Dean at the Firelands campus. Staff shall describe the due process and hearing procedures for the alleged violator and the rights of the complainant. The complainant will also be provided with a written explanation of the complainant's right and options. Rights of the complainant include the following:
 - a. To receive written notification of the time and place of the hearing;
 - b. To have an advisor of their choosing present during a campus student conduct proceeding;
 - c. To receive explanation of the degree of the burden of proof, which is "more likely than not" in campus student conduct proceedings, in contrast to "beyond a reasonable doubt" in criminal proceedings;
 - d. To remain present during the entire proceeding;
 - e. To present information and witnesses in his/her own behalf;
 - f. To hear and respond to information and testimony presented at the hearing;
 - g. To make a "victim impact statement";
 - h. Not to have irrelevant sexual questions or history considered during a hearing;
 - i. And not to have the underage consumption of alcohol considered.
3. The respondent will be provided with an interview conducted by the Office of the Dean of Students or the Office of the Dean at Firelands campus. Staff shall describe the due process and hearing procedures. Rights of the respondent include the following:
 - a. To receive written notification of the time and place of the hearing;
 - b. To have an advisor of their choosing present during a campus student conduct proceeding;
 - c. To receive explanation of the degree of the burden of proof, which is "more likely than not" in campus student conduct proceedings, in contrast to "beyond a reasonable doubt" in criminal proceedings;
 - d. To remain present during the entire proceeding;
 - e. To present information and witnesses in his/her own behalf;
 - f. To make a final statement;
 - g. To hear and respond to information and testimony presented at the hearing.
 - h. Not to have irrelevant sexual questions or history considered during a hearing;
 - i. And not to have the underage consumption of alcohol considered.
4. In cases where the Respondent is contesting the Incident Report or expulsion needs to be considered, the case will be referred to the Title IX Board. The same

rights mentioned in number two and number three above apply. The Title IX Board will forward its recommendation to the Dean of Students who will make the final decision.

5. Both the complainant and the respondent shall be simultaneously informed of the outcome of any campus student conduct proceeding brought forward alleging a sex offense, domestic violence, dating violence or stalking.
6. Both the complainant and respondent have the right to appeal the outcome of the student conduct process. Information on appealing is found in Section 11 of the Code of Student Conduct. Both the complainant and respondent will be informed of any changes to the decision and will be informed once the final decision has been made.
7. Both the complainant and respondent will have equal rights throughout the Student Conduct process.

B. Sanctions following an On-Campus Student Conduct Hearing

Following an on-campus student conduct hearing conducted by the Title IX Board, a finding of responsibility against the respondent may result in a maximum sanction of expulsion and a minimum sanction of university warning or probation status as well mandated programming from the Wellness Connection focusing on consent and healthy relationships.

C. Notification

Notifications to victims and the accused in sex offenses, dating violence, domestic violence and stalking of the outcome of any University student conduct proceeding, procedures for an appeal, changes to results and final results will be done in writing.

Counseling

Counseling can be an integral part of recovery. The referral sources listed below include on-and off-campus counseling and advocacy services, as well as various support groups available via The Link Hotline at 419-352-1545.

Counseling and Mental Health Agencies

- BGSU Counseling Center, 104 College Park, 419-372-2081
- BGSU Psychological Services, Psychology Building, Suite 300, 419-372-2540
- The Link Crisis Hotline, 1022 N. Prospect, Bowling Green, 419-352-1545
- Therapeutic Intervention Project, 419-352-5387
- Firelands Regional Medical Center/ Firelands Counseling and Recovery Services, 419-557-7400

Accommodations and Protective Measures

BGSU will maintain the confidentiality of accommodations and protective measures provided to a victim to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodation or protective measure.

Living and Academic Options

When a sex offense, dating violence, domestic violence or incident of stalking takes place in a residence hall, a victim may choose to relocate. This option can be made available through the Office of the Dean of Students, in conjunction with the Office of Residence Life, at 419-372-2843.

Efforts will also be made through the Office of the Dean of Students to assist the victim with request for changes related to the student's academic schedule. Requests for academic and housing changes will be given prompt attention.

No Contact Orders and Protection Orders

Additional accommodations and protective measures through BGSU are also available including No Contact Orders and housing/facility restrictions. These accommodations and/or interim measures can be requested through the Office of the Dean of Students. Staff members in the Office of the Dean of students can also assist victims in connecting with a victim's advocate through The Cocoon.

Cocoon Advocates can also provide additional assistance regarding seeking a Civil Protection Order (CPO) or a Temporary Protection Order (TPO) through the courts.

A "TPO" is a court order issued in connection with a criminal case involving domestic abuse or stalking. The order generally requires the offender to stay away from the protected person and have no contact in any way, even through a third person, with the protected person. Generally, the offender is ordered to stay away from the residence, the business and other necessary locations of the protected person. The order lasts only as long as the criminal case. It is a criminal offense to violate a TPO. A TPO is ordered by the court as part of a criminal case. In order to obtain a TPO, certain charges, such as Domestic Violence or Stalking, must already be filed. If the court has not already issued a TPO as part of the case, a victim may request one by appearing before the court in which the case is pending.

A "CPO" is issued through the Domestic Relations Court. No criminal case need be pending, but it must involve a domestic relationship and there must be violence or legitimate fear of violence that can be articulated to a judge or magistrate. The order is generally similar to the guidelines set out above for a TPO. It is a criminal offense to violate a CPO. To initiate a CPO you would begin by contacting the Wood County Clerk of Court's office at 1 Court House Square in Bowling Green. At the Firelands campus, contact the Erie County Clerk of Court's office at 323 Columbus Ave. in Sandusky.

A “No Contact Order” from the court is separate from a no contact order by BGSU. This is an order by a court in a criminal action that the criminal defendant not have contact with the protected person. The protected person may be a victim, a witness, a co-defendant or anyone else the court determines may be negatively affected by contact from the defendant. The order may be issued as a condition of probation if the defendant has been convicted of the offense or of bond if the case is still pending. Violation of this order may subject the Defendant to answering to the court for violating his probation or his bond conditions. Violation of a No Contact Order itself is not a criminal offense. However, in dangerous situations, the police should always be called.

In all of these instances, the responsibility to comply with the Order is entirely on the person who was ordered, not on the protected person.

Reporting Sex Offenses, Dating Violence, Domestic Violence and Stalking

If a student would like to report a crime, incidents can be reported to law enforcement, the Office of the Dean of Students, the BGSU Title IX Coordinator, the Firelands Office of the Dean, or to any person designated as a Campus Security Authority. The University will assist victims with reporting to police if the victim requests assistance. The victim will be provided with a written explanation of the victim’s rights and options. When reporting to law enforcement, follow the jurisdictional guidelines below:

- Incidents that occur on campus can be reported to the BGSU Police at 419-372-2346.
- Incidents that occur off campus can be reported to Bowling Green City Police at 419- 352-2571 or the jurisdiction in which the incident took place.
- Incidents that occur on or near the campus at BGSU Firelands should be reported to the Erie County Sheriff’s Office at 419-625-7951 or the jurisdiction in which the incident took place.

Even if the victim does not want to report the incident to police, many campus officials have a responsibility to report the crime. These reports will be forwarded to BGSU Police Department for possible inclusion in the statistics in the University's annual Campus Security and Fire Safety Report.

Victim's Compensation

Victims may be eligible for victim's compensation for costs incurred as a result of the crime. More information is available about such compensation at 419-352-1545.

Awareness and Prevention of Sex Offenses, Dating Violence, Domestic Violence and Stalking

Bowling Green State University (BGSU) prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. BGSU works closely with The Cocoon (a

local rape crisis and domestic violence organization) to develop and implement programs to prevent dating violence, domestic violence, sex offenses and stalking. Several departments on the BGSU campus are involved in coordination of programming and information dissemination including: the BGSU Title IX Coordinator, Community of Care Coalition, BGSU Police Department, Counseling Center, the Wellness Connection, and the Women’s Center. Programs that are provided are tailored to the BGSU community and the needs of our students and employees. BGSU works to make sure these programs are culturally relevant and inclusive to all parts of the community. The programs provided are informed by research.

BGSU offered the following **primary prevention and awareness programs for all incoming students** in 2016:

Name of Program	Location	Brief Description
Think About It Program	Online	Sexual Violence and Healthy Relationship Training
“Can I Kiss You?”	Student Union	Presentation from Mike Domitz about sexual assault and consent
“What Could You Do?” Interactive Play	Student Union	Bystander Intervention Training from Humanities Troupe
Public Safety Overview	Student Union	An introduction from the police about topics that focus on general safety, alcohol use, recognizing behaviors of concern, crisis intervention, bystander intervention, sexual assaults, risk reduction, and understanding consent.
Talk Sex Program	Olscamp	Student Wellness Network Panel on sex –related topics
Graduate Student Orientation	Online	Title IX and Bystander Intervention via EduRisk
Graduate Student Orientation	Student Union	Presentation on Title IX and how it applies to their unique roles (e.g., graduate assistants and teaching assistants)

BGSU offered the following **ongoing awareness and prevention programs for students** in 2016:

Email	Online	Email sent to the entire community from the Office of Equity and Diversity about sexual violence and bystander intervention strategies.
Sexual Violence Discussion with RAs	Various Residence Halls	Discussion on sexual assault, consent, and bystander intervention
It's On Us Campaign	Various locations across campus	Prevention campaign focused on sexual assault prevention.
It's On Us National Week of Action Fall	Various locations across BGSU campus and within the community	Collaborated with Athletics to promote It's On Us through various Athletic games; conducted an It's On Us Reaffirmation Event in November
It's On Us National Week of Action Spring	Various locations across BGSU campus.	Research symposium on sexual violence, clothesline project, Hunting Ground Screening, Bystander Intervention Training, Healthy Relationships training, tabling and social media.
Peer Education Presentations on: <ul style="list-style-type: none"> • Sexual Assault • Consent • Healthy Relationships • Bystander Intervention 	Various locations across campus	This peer education program strives to promote all aspects of wellness by raising awareness and knowledge about healthier living through outreach and role modeling. The primary goal is to develop fun, interactive and educational programs that reach the entire BGSU community.
The Hunting Ground Film and Panel Discussion	Overman Hall	Partnered with the campus and community to hold screening of movie and panel discussion afterwards.
Silent Witness Program	Church within community	BGSU students, faculty and staff took part in the Silent Witness Initiative that promotes and educates to support an end to domestic violence through community-based exhibits.
RA Training	Various Residence Halls	Title IX gender-based violence education provided to all new RAs
Talk Sex	Olscamp	Student Wellness Network Panel on sex-related topics

“What Could You Do?” Interactive Play	Overman	Bystander Intervention Training from Humanities Troupe
Sexual Assault Awareness Month 5k and Dog Walk	Student Recreation Center	Annual awareness event to promote sexual violence prevention and awareness.
Sexual Assault Awareness Month Activities	Various locations across campus	The month includes activities such panel discussions around gender-based violence, clothesline project and T-shirt making, and social media and campus marketing efforts around awareness.
Sexual Assault Awareness Website	Online	This BGSU site offers prevention, risk reduction, and resources around sexual violence issues.
Take Back the Night	Various locations across campus	This event is to promote awareness of the impact of sexual violence and to raise awareness within the community with a mark through campus symbolizing BGSU standing in solidarity with all those impacted.
Awareness, Prevention, and Social Justice for the LGBTQ+ Human Trafficking Experience (presentation)	Hanna Hall	This is a part of a weekly discussion series that is intended to address awareness, prevention, intervention, and social justice of the sex trafficking of LGBTQ+ individuals.
UCC Student Board Member Title IX Training	Business Administration Building	Training for the UCC Board on Title IX and the rights of Students in the student conduct process
Sexual Harassment in the Workplace	Hanna Hall	Presentation on awareness, prevention, and response to Sexual Harassment in the workplace related to Title IX
Title IX Training- Intercollegiate Athletics	Classroom	Classroom presentation for administrative process in intercollegiate athletics for Title IX
Title IX and Bullying	Sebo	Women’s athletic team
Vagina Monologues		BGSU's yearly production of The Vagina Monologues celebrates all

	Various locations across campus	women in an inclusive & safe space.
Clothes Line Project	Union Oval	A vehicle for women affected by violence to express their emotions by decorating a shirt. They then hang the shirt on a clothesline to be viewed by others as testimony to the problem of violence against women.
Campus police Programming on Recognizing and Caring for Individuals in Distress	Various locations across campus	Programming offered by campus police that focuses on learning how to recognize and respond to individuals who are distressed or troubled.
Campus Police Programming on Sexual Assault Awareness	Various locations across campus	Programming offered by Campus Police that covers a range of topics regarding sexual assault.
GSS Title IX Presentation	Programming offered by Campus Police that covers a range of topics regarding sexual assault.	Presentation for Graduate Student Senate on Title IX.
Title IX Training		Title IX Training for members of Alpha Tau Omega Fraternity
Self Defense	Firelands	Self Defense Course lead by Sheriff's Department
Domestic Violence Programming	Firelands	Programming with Safe Harbor, the Domestic Violence Shelter
S.O.A.P Campaign	Firelands	Program on Human Trafficking in North Central Ohio

BGSU offered the following **primary prevention and awareness programs for all new employees** in 2016:

Email	Online	Email sent to faculty and staff from Office of the Provost and Office of Human Resources about required training courses offered through our vendor EduRisk.
-------	--------	--

Name of Program	Location	Brief Description
Workplace Harassment Fundamentals (required)	Online	This course is designed to provide an overview of the law on harassment, preventing retaliation for managers and preventing unlawful discrimination for employees and supervisors.
Supervisor Anti-Harassment (option made available for supervisors)	Online	This course trains supervisors to identify, avoid, and eliminate workplace harassment.
Introduction to the Campus Sexual Violence Elimination Act	Online	Introduce employees to explore the Campus SaVE Act, which is a federal law affecting students and professionals working for a college or university.

BGSU offered the following **ongoing awareness and prevention programs for employees** in 2016:

Name of Program	Location	Brief Description
Eliminate Sexual Violence (Required)	Online	This course is designed to explain federal and state laws that prohibit sexual violence, reporting sexual violence.
Supervisor Anti-Harassment (option made available for supervisors)	Online	This course trains supervisors to identify, avoid, and eliminate workplace harassment.
Stop Harassment and Discrimination (Required)	Online	Introduce employees to the equal employment opportunity laws. Helps employees identify harassment and discrimination to promote appropriate behavior.
Title IX Presentation	Student Union	Presentation for all Academic

		Advisors in a two-part session on their role related to Title IX and VAWA
Title IX Presentation	Perry Field House	Presentation for all members of the Community of Care Coalition
Title IX Presentation	Residence Life	Title IX Training for Hall Directors and Graduate Hall Directors
Advisor Development Day	Student Union	Presentation on Title IX and Student/Organizational Conduct presentation
FSL Advisor Development Day	Student Union	Presentation on Title IX & Student Conduct Training
Title IX and VAWA Training	Sebo Center	Training to BGSU for all athletic Coaches and administrators on Title IX in athletics
Federal Guidance: Title IX Coordinator Mandates & Obligations Webinar	Business Administration Building	Open webinar for all employees regarding employees obligations under Title IX

Community of Care Coalition

The Community of Care Coalition is a University and community endeavor to educate the campus community on the negative consequences of drugs and drug use; responsible alcohol choices; suicide prevention; and sex offenses including consent, sexual assault, domestic and intimate partner violence, and stalking as well as the impact bystander intervention can have on reducing all of these behaviors. This is accomplished through active programming, advocacy and the dissemination of educational information through various mediums. The Coalition comprises community representatives, students, faculty members, counselors, health-care professionals, health educators, law enforcement officers and Residence Life staff.

Prevention of Sex Offenses

The responsibility of preventing sexual assault lies with the person initiating sexual behavior, as that is the person who has the power to stop what he or she is doing. With this in mind, these are things to consider when initiating sexual behavior:

1. Sexual assault is a crime and violation of both the Code of Student Conduct, the BGSU sexual harassment policy and the BGSU policy on violence. As such, being found responsible for a Code of Student Conduct violation involving "sexual contact without permission" can result in a maximum sanction of expulsion from BGSU. Additionally, criminal charges could be brought forward

as well as civil litigation within the court system.

2. Because sexual assault is a crime of power and control, the most important thing to consider when engaging in sexual behavior is the CONSENT of the other person involved. Only a person's consent gives one the right to engage in sexual contact. Therefore, consent must be many things, including:
 - a. Clear: Consent cannot be implied through seemingly "mixed" messages.

One's sexual partner must be given every opportunity to communicate his/her wishes and limits on the degree of behavior that is initiated. No means no, and when in doubt, ask first. It is always better to hear a yes when seeking consent.

- Sober and unimpaired: Consent can only be given by a person who is in control of his or her mental capacities. A person who is substantially impaired by drugs or alcohol is not legally in a position to give consent.
- Consistent and prompt: Even if a person has agreed to be sexually involved with someone, that person has the right to withdraw consent at any time, even during behavior that might already be interpreted as sexual. Consent is not implied by the fact that dinner was bought for someone, or that the parties were sexually involved in the past or even if someone was seemingly "led on" by another's behavior.
- Unforced and non-threatened: Use of force, threats, intimidation, or coercion is a willful denial of a person's right to freely give his/her consent.

The well being of the other person is of the utmost importance during any sexual encounter. Be aware of what your partner is saying or not saying during an encounter. When in doubt about proceeding to the next level of intimacy, ask. Checking in with your partner about what you are doing is a way of sharing the power and control of the situation that was initiated by you with them. This keeps the interaction an equal and safe situation for both parties.

Bystander Intervention

Bystander Intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual offenses, or stalking.

Stop an event before it happens. Use the following steps to intervene:

1. The situation: Is everyone safe? Are you safe? When in doubt, call for help.
2. Decide whether to use direct or indirect action to solve the problem. Know your options and resources for solving the problem.
3. Intervene - with reinforcements. If it's safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

Risk Reduction for Sex Offenses, Dating Violence, Domestic Violence or Stalking

Information about risk reduction (which has been largely excerpted from the 1989 Counseling Center publication, "Sexual Violations: Know the Signs," written by Dr. Craig Vickio, Dr. Elizabeth Yarris, Ms. Nancy Breen, and Ms. Kimberly Chin) is provided below.

Although the responsibility of prevention truly lies with the offender, there are things that individuals can do and be aware of that may help reduce the risk of crime. These are not guarantees of safety, but rather personal rights and best practices for a safer environment at BGSU.

1. You have the right to your own values, attitudes and beliefs about sexual behavior and relationships in general. Therefore you have the right to determine the type of interactions and activities you feel comfortable with and to end those activities at any time.
2. While there is no perfect profile of someone who will be controlling or violent, there are some warning signs. These include:
 - a. Domineering, overly controlling actions
 - b. A tendency to disregard your feelings and desires
 - c. The expression of hostility or dominance toward potential partners
 - d. The belief that certain actions entitle one to sex
 - e. Intrusion into your personal space
 - f. Touching you in a way that makes you feel uncomfortable
3. No one is ever entitled to sex. You are not obligated to perform sexual acts as payment, as a favor, or in order to be a "real man" or a "good woman."
4. You have the right to deny alcohol at any time. Alcohol not only impairs your judgment, many recognize alcohol as a frequently used and highly effective rape-facilitating drug.
5. You have the right to say no at any time for any reason. When you feel that your personal rights are being threatened, you have every right to take a stand and let the offending party know that what he/she is doing is unwelcome.
6. Going to larger parties with people you trust may help to avoid dangerous situations. Inviting other friends to go with you is another great way of ensuring that there will be others around in case of an emergency.
7. Having your own transportation gives you a degree of power to leave a situation, if you see the need to.
8. Instead of walking alone, walk with friends or use the Campus Escort Service on campus.
9. While using social media such as Facebook or Twitter, be mindful of the type of information you provide, including your address or phone number, and whether you are at home or away.

Bowling Green State University recognizes the need for healthy and successful relationships. Prevention of crime starts with those who are committing the offenses and then is supplemented by the use of methods to reduce the risk of being victimized. All

students can play a role in combating sex offenses, dating violence, domestic violence or stalking by holding perpetrators accountable, supporting the rights and choices of those who have been victimized and making full use of campus resources to educate themselves on these serious, yet preventable problems.

Missing Person Information

All students residing in University housing shall be given the opportunity to provide a confidential contact person to notify should they be missing for 24 hours or more. In instances where a student is under 18 years of age, parent(s) or legal guardians will be contacted in addition to the confidential contact person. This information will be indicated on the student's emergency card maintained at their residence hall front desk.

Students not residing in University housing may indicate a confidential contact person by completing the appropriate form at the Office of the Dean of Students, 301 Bowen-Thompson Student Union.

When a residential student is reported missing to the Bowling Green State University Police Department, the following steps are initiated:

- Upon receipt of a call that a person is missing, the BGSU police dispatcher will dispatch an officer to respond to the person making the notification. The responding officer obtains all pertinent information regarding the missing person. The officer in charge is notified and an attempt is made to locate or contact the person that is missing.
- The on-duty residence life supervisor is notified.
- If the person is not located or contacted in a reasonable period of time (defined as 24 hours) the BGSU police investigators are notified and:
 - The individual's information is entered into NCIC and LEADS
 - The information is distributed to the AMBER ALERT system for missing children who may have been abducted
 - Local radio broadcasts are also made with available and pertinent information
 - The investigation continues until the missing individual is located or contacted

If the person is a student living off campus, the on-call COPES member and City of Bowling Green Police or other police agency with jurisdiction will be notified. BGSU Police will assist the other police agency as needed in locating the missing student.

FIRE SAFETY REPORT

Bowling Green State University (BGSU) is committed to providing fire safe structures and current safety information. Fire Safety information can be found in BGSU policies promoting fire safety. Policies and procedures on fire safety are found in the “Community Living Standards” in the [Student Handbook](#) and in the Fire Safety section of the [Environmental Health and Safety website](#). Fire protection and services for the Firelands campus are provided by the Huron Fire Department. More information can be found at <http://www.cityofhuron.org/huron/fire-department.html>.

The following information will be reported annually as required by the Higher Education Opportunity Act (HEOA) of 2008. This report includes residential fire safety statistics on the number and cause of fires, the number of injuries resulting in treatment, the number of deaths, and the estimated value of damage to BGSU and personal property. NOTE: A fire is defined by the HEOA as: “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner that occurred in an on campus student housing facility”.

City Of Bowling Green Fire Division (BG Fire)

BGSU and municipal emergency officials work closely in delivering quality fire prevention and emergency response services to our campus. The Bowling Green Fire Division conducts several training exercises on the main BGSU campus to give firefighters and their emergency medical services staff (Paramedics & EMTs) valuable experience, and a thorough knowledge of the campus which helps to assure a fast and effective response to campus buildings in emergency situations. To learn more about the services offered by the City Of Bowling Green Fire Division go to: <http://www.bgohio.org/departments/safety-department/fire-division/>

BGSU Fire Safety Information

Hall Staff Fire Safety Training

Residence Hall Staff including Resident Advisors, Graduate Hall Directors, and Hall Directors go through annual fire safety training. Training is provided in conjunction with the BGSU Office of Risk Management and the City of Bowling Green Fire Department. Student staff are trained on conducting recurring fire safety inspections, identification of fire hazards, identification of campus fire safety violations, use of fire extinguishers, and evacuation procedures.

Student Fire Safety Training

Fire Safety is discussed in opening floor meetings on the first day of occupancy. Hall Staff discuss a variety of fire safety topics included but not limited to evacuation procedures, rally point locations, university policy, and fire safety inspections.

Residential Fire Drills/Alarms and Emergency Evacuation Procedures

Treat all audible and visual alarms as being a real emergency! Evacuate promptly via the closest exit and safely to a safe distance from where the alarm is activating and assure a safe path is cleared for emergency responders. **Students should move to the designated rally point for their hall and check-in with a staff member. Rally points will be discussed during your opening floor meetings.** If you activated the alarm, meet with the first arriving emergency responder (usually a BGSU police officer) and report all information about the alarm. Timed fire drills are conducted at least twice each semester in residential facilities by Residence Life staff in cooperation with the Environmental Health and Safety (BGSU-EHS), the BGSU Police Department (BGSU Police), and the City Of Bowling Green Fire Division (BG Fire) in accordance with the Ohio Fire Code.

- During drills, buildings are checked by Residence Life staff & BGSU Police to assure that occupants are following proper evacuation procedures.
- Firefighters assume control of buildings when the fire alarm is activated. The alarm is never to be silenced or re-set without BG Fire Division authorization.
- Students are not to re-enter the building without BG Fire Division, BGSU Police and/or
- BGSU staff announcing an “all clear”.
- If a fire or smoke is detected, locate the nearest pull box and activate it.
- Before opening any door, check for heat using the back of your hand; if it’s hot do not open that door; seek another escape route.
- As residents exit the building, they are to proceed to the designated evacuation area. All persons are to move away from the entrances and not block the street or parking lots. Residents should check-in at the halls designated rally point which is identified in the first floor meeting.
- Do not use elevators – use stairwells only.
- When fire or smoke is located, call 911 and provide exact location and description.
- Never re-enter a building where the fire alarm system is activated for any reason.
- Confirm that the building is being calmly and safely evacuated according to the building evacuation plan. Directional arrows or maps on floors indicate evacuation routes.
- All are asked to assist students with disabilities if you are able to do so without endangering yourself. If you have reason to believe that students or guests with disabilities remain in the building, inform the BGSU police officers and/or firefighters.
- BGSU police officers will assist the firefighters if occupants refuse to evacuate.

BGSU Residence Life Staff-Members will:

- Take student emergency cards, building house book and floor plans out of the building with them.
- Close any open doors as they exit past them while exiting.
- Call 9-1-1 to assure that the emergency has been reported.
- Staff members of the building or the staff member on duty will report to the front desk and/or fire-panel of the building to determine where the alarm is activated.

- Be assigned to exits.
- Set up and staff the designated rally point for the hall.
- Wear the appropriate fire emergency identification badge so responding firefighters know who you are and what your role is.
- All must follow the directions of the firefighters as they are in charge at the scene – staff members should identify themselves to responding firefighters when needed.
- Residence hall staff complete incident reports on all residents who fail to evacuate and on all fire safety violations found.
- Debrief the drill with BGSU EHS, BG Fire Division, BGSU Police, and BGSU staff members on-site.
- Call BGSU Police within five minutes of completion of the drill confirming drill has concluded.
- Residence Life staff member will complete the electronic fire report located on the Office of Residence Life internal website within 24 hours of the incident. Fire reports (actual fires, fire alarms with no fire, and fire drills) are completed on a single form. The electronic report is automatically emailed to the BGSU Police Department, Residence Life and Environmental Health and Safety staff.

Firefighters have control of the facility of the fire until it is released to BGSU Campus Operations for cleanup and mitigation. BGSU Campus Operations will take control of the site of the fire until it is released to the Director of Residence Life, or designee. Until staff members are told by the Director of Residence Life that the residents can return to the building, alternative housing arrangements must be arranged for displaced residents according to the provisions of the BGSU's Comprehensive Emergency Management Plan.

Fire Safety Policies and Procedures

Fire Log

The BGSU Police Department maintains a fire log that records any fire that has occurred in an on-campus student housing facility. This log contains the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. Entries are made to the log within two business days of receiving information regarding a fire in an on-campus student housing facility. The fire log for the most recent 60 days is open to public inspection upon request during normal business hours. Portions of the log that are older than 60 days are open to public inspection upon request within two business days of the request.

Requests for the fire log can be made to the BGSU Police Department at (419) 372-2346.

Fire Drills/Alarms and Emergency Evacuation

Fire drills are scheduled periodically during normal working hours in University residences in compliance with state regulations. Every time the fire alarm sounds it must be treated as a real fire and you must evacuate immediately. All persons must vacate the residence any time the fire alarm is sounded or an emergency situation arises that requires

the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the supervisor of the residence gives permission. University, state or city officials may enter rooms to verify evacuation of residents.

Fire Safety Equipment

Fire extinguishers, smoke detectors and fire alarm systems are there for the protection of residents and should be treated with the well-being of all residents in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors) should be used for emergency purposes only. Smoke detectors in student rooms are not to be disconnected or covered under any circumstances. Tampering with fire safety equipment is a crime and will result in University conduct action, and possible criminal action.

Removal of Fire Hazards

The University reserves the right to eliminate all potential fire hazards in any residence if deemed necessary or appropriate by a University official or by other authorities that have jurisdiction.

Fireplaces

For University residences with fireplaces, policies and regulations regarding their maintenance and use are posted near each fireplace. In the spirit of community, all students who reside in buildings with fireplaces are responsible for knowing and implementing all policies and procedures regarding their use.

Roofs, Ledges and Sundecks

Safety concerns restrict access by students to roofs, ledges and sundecks of University residences. Access to roofs, ledges and sundecks is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes or similar devices are not permitted on the roofs, ledges or any building exterior without University approval.

Wall and Door Decorations

You may make your room feel more like home by putting posters and pictures on the wall. White adhesive putty is the recommended way to do this. Avoid the use of two-sided tape, colored putty, or nails as these items create residue that must be removed or holes that must be filled. No more than 20 percent of the surface area may be covered.

Decorations

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked by the Office of Environmental Health and Safety to adhere to the following decoration guidelines within the residence, whether within their own rooms/suites/apartments or within the common areas of the building:

General requirements

- a) All decorations shall be fire resistant, or noncombustible (Ohio Fire Code, FM-306.15). Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
- b) No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, aisles, stairwells or exit routes. Room doors may have a minimal amount of decorations and must comply with paragraph a) above.
- c) Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, PED boxes and audible fire signals/ strobe lights cannot be decorated, covered or obstructed in any way.
- d) Straw, hay, leaves, corn shocks and dry vegetation are not permitted in any building.
- e) Excessive dirt or sand is not permitted in any building.
- f) Further information on University policies regarding the use of decorations in University residences is available from the hall or unit director.

Candles

Candles of any kind (whether lit or unlit) or any other open flame devices are not permitted in any residential building (residence hall or small group living units), including but not limited to student rooms and all common area space, at any time, for any purpose whatsoever.

Lighting

- a) Crepe paper or other materials are not to be wrapped around lights.
- b) Building light bulbs are not to be painted or moved. Commercially manufactured colored bulbs may be used if positioned by custodial or maintenance employees.
- c) Only use lighting sets that show Underwriters Laboratories, Inc. (UL) or Canadian Standards Association (CSA) label.
- d) Decorative lights used inside buildings must be “miniature” types.
- e) Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
- f) Extension cords are not permitted in student residences. Power strips with surge protectors must be used in place of extension cords.
- g) Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
- h) Lighted decorations must not be left on and unattended.
- i) There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
- j) Decorative lights must not be tightly coiled, wrapped around or pinched, such as under or around a bedpost.

Decorative trees

- a) Live or cut trees or greens (branches, boughs, etc.) are not permitted in University-owned buildings.

- b) Artificial trees must be of a certified slow-burning or fire-resistant material. Trees not meeting this standard will not be permitted.
- c) Artificial trees may be located in student rooms as long as the tree does not exceed two feet in height.
- d) Metallic trees shall be lit only by indirect lighting. Lighting sets are not to be hung on metallic trees (possible shock hazard).

Special amusement buildings

Bowling Green City Fire Department regulations prohibit haunted houses and similar amusement or educational events in which building occupants or the general public are conducted through a fixed or restricted course. This also applies to creating or building these types of structures on residence hall floors or in common areas.

Electrical Appliances and Electronic Equipment

Limitations in the availability of power to each room/suite/apartment as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms/suites/apartments. For this reason, cooking is only permitted in student rooms/suites/apartments in approved combination microwave/refrigerators, or in microwave ovens using 900 watts or less. Residents will be held responsible for ensuring that their electrical appliances and electronic equipment conform to the following guidelines:

Approved electrical and electronic equipment and appliances are:

- a) Combination microwave/refrigerator units.
- b) Compact portable refrigerators (size may not exceed 5.0 cubic feet, 36 inches in height and 1.5 amps).
- c) Microwave ovens that do not exceed 900 watts.
- d) Powerstrips with surge protectors. Please do not plug one power strip into another.
- e) Televisions, stereos, CD players, computers and peripherals and other sensitive electronic equipment.
- f) All electrical appliances must be UL or CSA approved and used with a surge protector.

Electrical and electronic equipment and appliances that are not permitted in the residences:

- a) Appliances with exposed heating elements. Among other things this includes the "George Foreman Grill" and all similar devices
- b) Hot plates, toasters and toaster ovens
- c) Air conditioners
- d) Quartz halogen lights
- e) Portable heaters
- f) Extension cords
- g) Multi-plug adapters
- h) Electric blankets

Bunk beds/Lofts

Homemade or rented lofts of any kind are not permitted in any residence hall or small-group living unit, as the furniture provided is already “loftable.”

- a) Placing beds in the bunked/lofted position is entirely optional on the part of the resident. Should a resident wish to bunk/loft a bed, assistance may be requested from the staff at the front desk of the residence hall or the house staff of a small-group living unit.
- b) Should beds be lofted, bed frames must be securely supported on both sides by University bed ends.
- c) A guardrail is provided with every University bed which should be utilized when the bed is in the bunked/lofted position. Should residents utilize their bunked/lofted bed without using the guardrail, they do so at their own risk.
- d) All University furniture must remain in the room in which it is originally located. The Office of Residence Life does not provide storage facilities for furniture.
- e) All furnishings must be returned to the original position in the room before the student checks out of the room. You may be asked to deloft your bed at the end of the academic year regardless of the position of the furnishings at move-in.

Non-University Furniture

- a) Upholstered furniture used in the University residences must meet strict fire retardant codes (fabrics must meet the class I requirements of U.S. Department of Commerce Commercial Standard 191-53, California Flammability Bulletin 117, class A-ASTM-E84) or Upholstered Furniture Section Council [UFAC] [Gold tag]). Only furniture that meets this fire retardant code will be permitted in University residences.
- b) Other prohibited furniture includes:
 - a. Vinyl furniture.
 - b. Inflatable furniture.
 - c. Bean bag chairs or bean bag-like chairs.
 - d. Any upholstered furniture that is not classified as fire retardant or does not meet the above fire retardant standards.
- c) It is the student’s responsibility to ensure that any furniture brought into the building meets these standards. Possession of or bringing of furniture into University residences, which is in violation of these requirements subjects the student to disciplinary action as well as the cost of the removal and disposal of the furniture.

Candles and Incense

Candles of any kind, incense-burning candles or sticks, candle or wax warmers, lanterns or similar “open flame” receptacles are not permitted in student rooms/suites/apartments at any time, for any reason, with no exceptions.

Cooking in Rooms/Suites

Approved combination microwave/refrigerator units for food preparation are permitted in all University residences. Individual microwave units of no more than 900 watts are permitted in student rooms. Refrigerators no larger than 5.0 cubic feet, 36 inches in

height and 1.5 amps are also allowed. For fire safety considerations, however, hot plates, toasters, toaster ovens, “George Foreman Grills”, waffle irons/makers, and similar devices are not permitted in student rooms/suites.

Smoking

Bowling Green State University recognizes the need to create and maintain an environment that sustains and enhances the general health of its faculty, staff, students and visitors. Therefore, by resolution of the Bowling Green State University Board of Trustees, effective January 1, 2014, and by Ohio state law, smoking is prohibited in all facilities owned or leased by Bowling Green State University and on the grounds of any property owned or leased by the University except in designated areas. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant, per section 3794.01 of the ORC. This includes all buildings owned or controlled by Bowling Green State University, shelters, indoor and outdoor athletic facilities, indoor and outdoor theatres, walkways, sidewalks, residence halls, and parking lots (unless otherwise designated). Smoking is prohibited on sidewalks that adjoin University property. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Bowling Green State University. Application of this policy to university owned detached single-family residences shall be determined by University Facilities at the time any such lease is executed. Cigarette butts and ashes must be disposed of in the appropriate receptacles located in designated smoking areas. The use of e-cigarettes, or personal vaporizers, in Residence Halls is strictly prohibited.

Planned Future Improvements in Fire Safety for Residential Buildings

BGSU opened leased four apartment buildings located adjacent to campus. The apartment buildings are fully integrated into the BGSU fire alarm systems.

ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS STUDENT HOUSING

Building Name	Street Address	Monitored Smoke and Fire Detection Systems	Auto Fire Sprinkler Systems	Annual Number of Fire Drills	Reporting Year	Total Fires in Building	Fire Number	Cause of Fire	Fire-Related Injuries**	Number of Fire-Related Deaths	Value of Fire-Related Property Damage
Residence Halls											
Centennial Hall	1101 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Conklin North	1301 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Falcon Heights	707 E. Merry	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Founders Hall	707 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Harshman Anderson	1415 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	1	1	Intentional / Paper set on fire	0	0	\$0-\$99
					2016	0	0	NA	NA	NA	
Harshman Bromfield	1415 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	1	1	Unintentional / Food in microwave fire	0	0	\$0-\$99
					2016	0	0	NA	NA	NA	
Harshman Chapman	1415 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Harshman Dunbar	1415 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Kohl Hall	921 E. Wooster	Yes	No	4	2014	1	1	Unintentional / Faulty outlet sparks	0	0	\$0-\$99
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Kreischer Ashley	1416 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	

**Number of Persons who Received Fire-Related Injuries that Resulted in Treatment at a Medical Facility

ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS STUDENT HOUSING

Building Name	Street Address	Monitored Smoke and Fire Detection Systems	Auto Fire Sprinkler Systems	Annual Number of Fire Drills	Reporting Year	Total Fires in Building	Fire Number	Cause of Fire	Fire-Related Injuries**	Number of Fire-Related Deaths	Value of Fire Related Property Damage
Kreischer Batchelder	1416 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Kreischer Compton	1416 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	1	1	Unintentional / Food in microwave fire	0	0	\$0-\$99
					2016	1	1	Intentional / Burnt paper on several doors	0	0	\$0-\$99
Kreischer Darrow	1416 Ridge	Yes	No	4	2014	1	1	Intentional / Burn marks on walls	0	0	\$0-\$99
					2015	0	0	NA	NA	NA	
					2016	1	1	Unintentional / Burnt carpet from exploding cell phone	0	0	\$0-\$99
McDonald	711 Ridge	Yes	No	4	2014	1	1	Unintentional / Trash can fire	0	0	\$0-\$99
					2015	1	1	Intentional / Burn marks on walls	0	0	\$0-\$99
					2016	2	1	Intentional / Burn marks on the light cover	0	0	\$0-\$99
Offenhauer East	704 E. Merry	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Offenhauer West	704 E. Merry	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	
					2016	0	0	NA	NA	NA	
Greek Houses - Open Fall 2016											
G1	1125 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G2	1127 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G3	1159 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G4	1223 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G5	1225 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G6	1237 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G7	1239 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	
G8	1241 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	
					2016	0	0	NA	NA	NA	

**Number of Persons who Received Fire-Related Injuries that Resulted in Treatment at a Medical Facility

ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS STUDENT HOUSING

Building Name	Street Address	Monitored Smoke and Fire Detection Systems	Auto Fire Sprinkler Systems	Annual Number of Fire Drills	Reporting Year	Total Fires in Building	Fire Number	Cause of Fire	Fire-Related Injuries**	Number of Fire-Related Deaths	Value of Fire Related Property Damage
G9	1255 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	0	0	NA	NA	NA	NA
G10	1367 E. Wooster	Yes	Yes	4	2014	NA	NA	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	0	0	NA	NA	NA	NA
Offline/Demolished Facilities											
C-1^	220 Thurstin	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
C-2^	312 Thurstin	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
C-3^	212 Thurstin	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
C-4^	702 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin B*	1229 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin C*	1233 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA

**Number of Persons who Received Fire-Related Injuries that Resulted in Treatment at a Medical Facility

ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS STUDENT HOUSING

Building Name	Street Address	Monitored Smoke and Fire Detection Systems	Auto Fire Sprinkler Systems	Annual Number of Fire Drills	Reporting Year	Total Fires in Building	Fire Number	Cause of Fire	Fire-Related Injuries**	Number of Fire-Related Deaths	Value of Fire Related Property Damage
Conklin D*	1239 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin E*	1241 E. Wooster	Yes	Yes	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin G*	1305 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin H*	1309 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin J*	1313 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Conklin K*	1317 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-1*	1121 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-2*	1125 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-3*	1129 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-4*	1203 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-5*	1207 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
R-6*	1231 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA

**Number of Persons who Received Fire-Related Injuries that Resulted in Treatment at a Medical Facility

ANNUAL FIRE SAFETY REPORT FOR ON-CAMPUS STUDENT HOUSING

Building Name	Street Address	Monitored Smoke and Fire Detection Systems	Auto Fire Sprinkler Systems	Annual Number of Fire Drills	Reporting Year	Total Fires in Building	Fire Number	Cause of Fire	Fire-Related Injuries**	Number of Fire-Related Deaths	Value of Fire Related Property Damage
R-7*	1217 E. Wooster	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	NA	NA	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-1^	706 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-2^	708 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-3^	712 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-4^	716 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-5^	714 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
W-6^	710 Ridge	Yes	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Other Housing***	703 E. Reed	Yes - Unmonitored	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	0	0	NA	NA	NA	NA
Other Housing**	709 E. Reed	Yes - Unmonitored	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Other Housing**	129 S. Prospect	Yes - Unmonitored	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA
Other Housing**	726 Clough	Yes - Unmonitored	No	4	2014	0	0	NA	NA	NA	NA
					2015	0	0	NA	NA	NA	NA
					2016	NA	NA	NA	NA	NA	NA

**Number of Persons who Received Fire-Related Injuries that Resulted in Treatment at a Medical Facility

* Unit demolished 2014

Report edited 10/16/17 - 2015 fire in Harshman Anderson was reported in 2016 but was inadvertently removed from initial 2017 report

Family Educational Rights and Privacy Act of 1974 (FERPA)

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent
- The release of information which has been designated by the University as Directory information (except for those students who have requested to have this information withheld).

Detailed information regarding student rights as set forth in FERPA is available in the Student Affairs Handbook. If you have questions, please contact the Office of Registration and Records for clarification.

The following information has been designated as Directory Information by Bowling Green State University. This information may be released by a third party unless the student has requested that his/her Directory Information be withheld. Bowling Green State University does not release lists of student names or other information to off-campus agencies except as required by law.

- ◆ Student's name, local address, local telephone number, and email address
- ◆ Student's home address and home telephone number
- ◆ Parent's or legal guardian's name, address and telephone number
- ◆ Student's date and place of birth
- ◆ Major field of study
- ◆ Class standing
- ◆ Participation in officially recognized sports and activities
- ◆ Weight and height of members of athletic teams
- ◆ Dates of attendance at BGSU
- ◆ Degrees and awards received
- ◆ Most recent previous educational institution attended by the student
- ◆ Photographs of student

Some "Can" and "Can't" Information

Grades cannot be posted publicly by name or student ID number. This includes individual exam grades and semester grades. For example, you can not hang lists of grades on your office door if student or others can figure out who earned what grade – by the size of the class, the order of listing, or any other way they could figure it out. You can assign unique ID's to your students in advance and inform them that grades will be listed by this ID as long as the ID's are kept confidential.

Grade or class schedule information cannot be shared with a third party. For example, you can not tell another person what a student's class schedule is or what grade the student earned in your class. You can, however, share information with others on campus who have a legitimate educational reason to know; for example, you can tell the student's academic advisor how the student is performing in your class.

NOTE: For detailed information directed to staff and administration, please visit BGSU's FERPA Web site at <http://www.bgsu.edu/student-affairs/ferpa.html>