

Welcome from the Director:

On behalf of the department of public safety (DPS), please let me be the first to extend a welcome to you from Hannibal-LaGrange University. The safety and well-being of our students, staff, faculty, and visitors are our top priority.



This report contains important information about the role of the DPS at HLGU and provides safety resources for our community along with statistics about crime at HLGU. As you will see, the crime statistics demonstrate that Hannibal-LaGrange University is an extremely safe campus. Our safe environment is a result of the cooperation of all students and employees with the DPS. This partnership is vital to our overall community safety philosophy.

The DPS staff is here to help. A primary goal of the department is to develop and maintain strong, lasting partnerships with our community. Public safety is committed to providing the highest level of public safety services possible to our university. Officers provide crime prevention programs and general information and act as valuable resources for all community members. Safety is a shared responsibility. We rely on each member of the University to participate by reporting suspicious activities and using common sense when carrying out daily routines.

HLGU publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Crime Act (as amended by the *August 14th, 2008, Higher Education Opportunity Act*). The statute (*law*) requirements for "*The Clery Act*" can be found in *20 U.S.C. §1092(f), 20 U.S.C. §1092(i), and 20 U.S.C. §1092(j)* and the regulations (*the detailed rules that outline how the United States Department of Education will enforce the law*) can be found in *34 CFR §668.41, 34 CFR §668.46, 34 CFR §668.49, and Appendix A of 34 CFR §668*. The Clery Act requires institutions of higher education (IHE) to prepare, publish and distribute an annual security report containing specific information regarding law enforcement, security, legal, and disciplinary policies of the University.

The Hannibal-LaGrange University DPS works closely with many other university departments, as well as other law enforcement agencies, to obtain the information needed to compile this report. This report contains useful safety and crime prevention information. The DPS encourages commuter and residential students, faculty, and staff to use this document as a guide for safe practices on and off campus.

As an important reminder, never prop open outside building doors, and make sure to lock your bike at all times, lock your room door in your residence hall, and call us when you need help. Your feedback will assist us in ensuring that this level of service is consistently attained. Your comments and suggestions are always welcome. Please feel free to contact me or any member of my team if we can be of service to you.

You may contact me at (573) 248-6268 or by email at [albert.higdon@hlg.edu](mailto:albert.higdon@hlg.edu).

Albert L. Higdon  
Director of Public Safety



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## **HANNIBAL-LAGRANGE UNIVERSITY**

Set upon 135 acres, the campus sits overlooking the beautiful Mississippi River. The institution was founded in 1858 by the Wyaconda Baptist Association. LaGrange Male and Female Seminary opened its doors on September 15 in LaGrange, Missouri. The name was later shortened to LaGrange College.

In 1928, the Hannibal Chamber of Commerce and Baptist leaders proceeded with plans to establish a junior college at Hannibal under the control and ownership of the MO Baptist Convention. Citizens raised \$232,000 in pledges and purchased 160 acres of land on the north side of Hannibal. LaGrange College officials approved the move to Hannibal on August 17, and the name changed to Hannibal-LaGrange College.

When the Hannibal campus was threatened with closing in 1973, HLG personnel and Hannibal area residents reacted swiftly calling for the separation of the Hannibal campus of Missouri Baptist College and for the reestablishment of Hannibal-LaGrange College. The community raised over \$85,000 to restore HLG as a separate institution.

In 1975, HLG began offering baccalaureate degrees in theology, religious education, and church music with accreditation from North Central Association of Colleges.

The college gained full senior college status in 1981, expanding its 4-year programs in many areas of study.

On June 22, 1989, a fire destroyed the administration building which housed the auditorium, gymnasium, cafeteria, and student classrooms. Over the next few years, the College more than doubled the space lost in the fire with the completion of a tech center/cafeteria ('90), sports complex ('91), administration building/classrooms ('92), and dorm ('98).

Additional buildings that have been built since 1998 include the Roland Fine Arts Center ('03), Carroll Missions Center ('05), Roland Library ('12), and Carroll Science Center ('15).

In 2011, Hannibal-LaGrange College officially became Hannibal-LaGrange University.

## **CLERY ACT REQUIREMENTS**

### **Publish an Annual Security Report (ASR)**

Universities must publish a report by October 1, documenting the previous three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education and submitted online within 15 days after the Oct 1st publishing on the Department of Education reporting website.

## **Maintain a Public Crime Log**

Institutions with a police or security department are required to maintain a public crime log documenting the “nature, date, time, and general location of each crime” and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.

## **Disclose Crime Statistics**

Institutions must disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have “significant responsibility for student and campus activities.” The Clery Act requires reporting of crimes in ten major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
  - a) Murder & non-negligent manslaughter
  - b) Negligent manslaughter
2. Sex Offenses
  - a) Rape
  - b) Fondling
  - c) Statutory Rape
  - d) Incest
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Domestic Violence
9. Dating Violence 1
10. Stalking

Definitions of the crimes categories can be found in *CFR 668 Crime Definitions* and background information on these crime categories can be found in:

- FBI’s UCR Program “*Summary Reporting System (SRS) User Manual*” 2013
- *2013 UCR National Incident-Based Reporting System (NIBRS)*

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

*Background information on Hate Crime Classifications can be found in the 2015 [UCR Hate Crime Data Collection Guidelines and Training Manual](#)*

Please review “[Background on Statistical Reporting Requirements Under the Clery Act](#)” for more info on the corresponding Missouri definitions to the Clery crime categories.

### **Issue Timely Warnings about Clery Act Crimes Which Pose a Serious or Ongoing Threat to Students and Employees**

Institutions must provide timely warnings likely to reach all campus community members. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

### **Devise an Emergency Response, Notification and Testing Policy**

Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Also, compliance requires one test of the emergency response procedures annually and policies for publicizing them along with the annual test.

### **Compile and Report Fire Data to the Federal Government and Publish an Annual Fire Safety Report**

Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. The security and fire report can be combined into one report for ease of reporting if it states this in the title and all supporting crime/fire logs and data are available in the report. The notification must also specify the inclusion of the fire reporting requirements' information.

### **Enact Policies and Procedures to Handle Reports of Missing Students**

This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

## **2013 Updates to Clery Act Requirements: Violence against Women Reauthorization Act (VAWA) of 2013**

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (*Pub. Law 113-4*). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, ***domestic violence, dating violence, and stalking***. Hate crime categories of prejudice (based on actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability) now also includes ***national origin and gender identity***. Additionally, institutions will be required to include certain policies, procedures and programs pertaining to these crimes in their annual security reports.

As a result, HLGU issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official.

The Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy shall contain information on the following items:

- Procedures Hannibal-LaGrange University will follow once an incident of sexual assault, domestic violence, dating violence, and stalking has been reported, including the preponderance of or clear evidence that will be used during a conduct hearing
- Description of the educational programs to promote awareness of sexual assault, domestic violence, dating violence, and stalking for all incoming students and new employees, and ongoing prevention and awareness campaigns for students and employees
- Missouri definition of consent and the federal definitions of sexual assault, domestic violence, dating violence, and stalking, and the applicable corresponding Missouri definitions
- Safe and positive options for bystander intervention and information on risk reduction to recognize the warning signs of abusive behavior and how to avoid potential attacks
- *Victims' Rights in cases of domestic violence, dating violence, sexual assault, or stalking*

**Public Safety Authority and Jurisdiction:** Hannibal-LaGrange University Department of Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at HLGU. Public safety officers have the authority to issue parking tickets, which are billed to student accounts. Non-commissioned public safety officers do not possess arrest power and may be armed or unarmed with approval of the HLGU President. Public safety officers designated as campus police are commissioned Hannibal Police Officers or Marion County Sheriff's Deputies with full arrest powers. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Hannibal-LaGrange University maintains a formal Memoranda of Understanding with the Hannibal Police Department and authorizes the Hannibal Police Department full authority on HLGU private property for enforcement of federal laws, state laws, and city ordinances. The HLGU Department of Public Safety

maintains a highly professional working relationship with the Hannibal Police Department, Marion County Sheriff's Department and Missouri State Highway Patrol.

In accordance with university policies and procedures, public safety officers will effectively handle incidents on campus within their duties. Public safety officers will call for assistance from local law enforcement agencies when the incident is outside the scope of their authority. All crime victims and witnesses are strongly encouraged to immediately report the crime to the HLGU Department of Public Safety and the appropriate police agency. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics.

## GEOGRAPHY

### Campus

Hannibal-LaGrange University is a private Christian Institution sitting on approximately 200 Acres at the northern edge of Hannibal, MO. The campus has no public property or roads within its boundaries. The campus has public streets that border a portion of the campus with no public sidewalks.

The Clery regulations found in [34 CFR 668.46](#) define campus (“On-Campus”) property in the following manner:

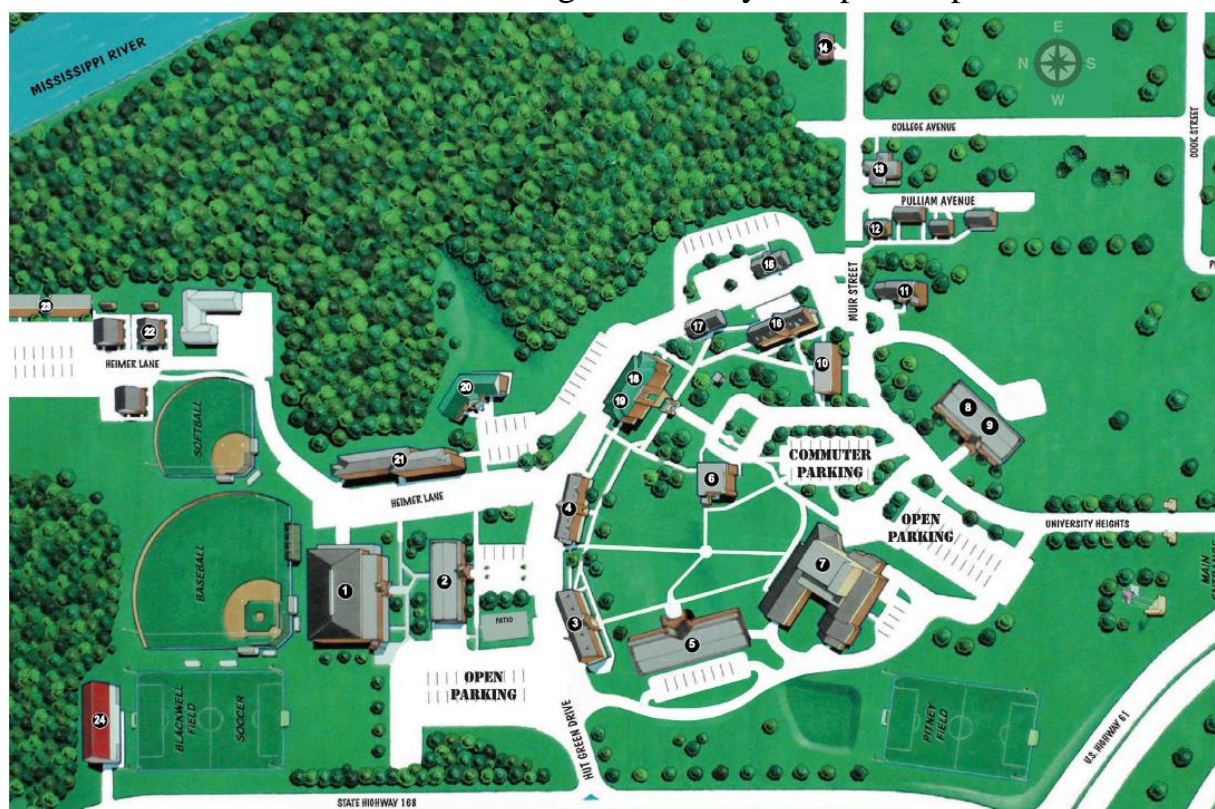
*“Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and*

*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).”*





## Hannibal-LaGrange University Campus Map



- |   |  |  |  |
|---|--|--|--|
| 1. Mabey Sports Complex                     | 7. Roland Fine Arts Center                             | 13. Hagerman Guest House               | 20. Carroll Missions Center                        |
| 2. Partee Center/Cafeteria                  | 8. Roland Library                                      | 14. Hut Green Center                   | 21. Brown Hall/Lewis Hall (women's dorm)           |
| 3. Crouch Hall (men's dorm)                 | 9. Fireside Café                                       | 15. Becky Thatcher Bldg.               | 22. Quadraplex Apartments (upper classmen housing) |
| 4. Nunn-Cook Hall (men's dorm)              | 10. Kleckner Hall (women's dorm)                       | 16. Pulliam Hall (women's dorm)        | 23. Fletcher Hall (men's housing)                  |
| 5. Carroll Science Center                   | 11. Prince House                                       | 17. Mary Wiehe Bldg. (women's housing) | 24. Secker Fieldhouse                              |
| 6. L.A. Foster Student Center/Public Safety | 12. Pulliam Street Apartments (upper classmen housing) | 18. Burt Administration Bldg.          |  |
|   |  | 19. University Bookstore               |  |

01/2016

### On Campus Buildings:

### HLGU Geographical List Building Locations 2021

Roland Library  
 Roland Fine Arts Center  
 Kleckner Hall  
 Burt Administration Building  
 L.A. Foster Student Center  
 Prince House  
 Pulliam Hall  
 Becky Thatcher  
 Mary Wiehe  
 Carroll Missions Center  
 Nunn-Cook Hall  
 Athletic Training Annex  
 Brown Hall

160 University Heights  
 181 University Heights  
 3000 Muir Street  
 300 University Heights  
 289 University Heights  
 3003 Muir Street  
 3004 Muir Street  
 5146 Hut Green Drive  
 5165 Hut Green Drive  
 5190 Hut Green Drive  
 5211 Hut Green Drive  
 5309 Heimer Lane  
 5312 Heimer Lane

Lewis Hall	5312 Heimer Lane
Physical Plant	5400 Heimer Lane
Heimer Lane Quad 1	5404 Heimer Lane
Heimer Lane Quad 2	5407 Heimer Lane
Heimer Lane Quad 3	5408 Heimer Lane
Fletcher Hall South	5416 Heimer Lane
Fletcher Hall North	5420 Heimer Lane
Softball Field	5375 Heimer Lane
Nichols Field	5345 Heimer Lane
Mabee Sports Complex	5234 Hut Green Drive
Blackwell Field	9664 Hwy 168
Secker Field House	9660 Hwy 168
Partee Center	5230 Hut Green Drive
Pitney Field	165 University Heights
Crouch Hall	5235 Hut Green Drive
Carrol Science Center	5255 Hut Green Drive

**Off-Campus Activity:** If a Hannibal-LaGrange University student is involved in an off-campus offense, public safety officers may assist with the investigation in coordinating with local, state, or federal law enforcement. Public safety officers routinely communicate with the Hannibal Police Department on any events occurring on campus or in the immediate neighborhood and business areas surrounding campus. Students may be subject to disciplinary action for conduct off campus (consult the [Student Handbook](#) for further information). Hannibal-LaGrange University does not recognize or have any off-campus Greek houses, fraternities, or sororities. There are no official fraternity or sorority off-campus functions which are sanctioned by university officials.

## **NON-CAMPUS PROPERTY**

The Clery regulations found in *34 CFR 668.46* define non-campus property in the following manner:

*“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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 reasonably contiguous geographic area of the institution.”*

Hannibal-LaGrange University does not have any non-campus properties as described by the Clery Handbook.

Hannibal-LaGrange University does not consider hotel stays shorter than five days as non-campus facilities. Crime statistics will be requested from law enforcement in cases of stays longer than five consecutive nights in one location.

**Non-Campus Location:** Hannibal-LaGrange University offers off campus classes at the following location which are included in the non-campus crime statistics:

- Three Rivers College, 2080 Three Rivers Boulevard, Poplar Bluff, MO, Administration Building.

## PUBLIC PROPERTY

The Clery regulations found in 34 CFR 668.46 defines public property in the following manner:

*“All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”*

Public property refers to property owned by a public entity, such as a city or state government within 1 mile of campus.

The public properties (as defined under the Clery act) for Hannibal-LaGrange University are:

- City of Hannibal’s sidewalk/street/sidewalk adjoining the main campus’ contiguous property;

## CAMPUS FACILITIES Statement Addressing Access to Campus Facilities

**Residence Halls:** All residence hall doors are locked 24 hours a day. Access to residence halls is restricted to residents and guests. Residents may enter their resident hall using their student ID. A guest may access any residential facility if a housing resident accompanies them. The resident is responsible for always escorting their guest(s) and explaining housing rules and regulations to each guest.

At check in, residents are provided with keys for their room. Keys to rooms are metal keys while keys to exterior doors are electronic access cards (student ID). Outside doors to residence halls should never be propped open, and malfunctioning doors should be reported to the resident advisor, resident director, or public safety (573) 248-6268. Residents are advised to lock their rooms whenever they leave and carry their key/ID card. All residence hall keys remain the property of the university, and duplication of residence hall keys is prohibited. It is against residence hall policy for people to have residence hall keys that were issued in someone else’s name. Only original university keys are accepted when residents check out of the halls. If a resident loses his or her keys, the lock on the room door is changed at the resident’s expense. The resident is responsible for notifying the residence hall office if keys have been lost. Residents should never allow strangers to follow them through locked security doors into their residence hall.

**Residence Hall Maintenance Work Orders:** Residents are responsible for reporting to their resident advisor or resident director problems or issues that may arise within their room. If an issue is found after hours that affects the health or safety of residents the issue is reported to the on-call maintenance staff. Work orders are typically attended to within a timely manner of receiving the request. Maintenance staff works Monday through Friday 7:00 am to 4:00 pm.

**Campus Buildings:** As a member of the campus community, you have access to most campus buildings and facilities during regular business and class hours (Monday – Friday 8:00 am to 5:00 pm). Various buildings are available for student use after normal business hours. Building times vary depending on the day and event, please check the posted building hours for availability times. The Department of Public Safety is responsible for locking and unlocking designated university buildings and for patrols of campus grounds and

buildings. If you need assistance in gaining authorized entry outside of business hours to a university building or room and no other help is available, you may call Public Safety 573-248-6268.

**Statement Addressing Maintenance of Facilities and Security Lighting:** Exterior campus lighting is essential to creating a safe campus environment. Parking lots, main pedestrian walkways, and most campus building exteriors are lit all night long. The exterior lighting receives a comprehensive inspection to identify any unreported lighting failures. You are encouraged to report any exterior lighting problems by submitting a work order to work control by calling work control at (573) 629-3243, or by calling the department of public safety at (573) 248-6268.

**Trees, Vines, Shrubs, and Grass:** Campus groundskeeping staff trim trees, vines, shrubs, grass, and other vegetation regularly to maintain campus security. Obstructing vegetation is trimmed away from pedestrian walkways, building entrances, windows, and lighting fixtures. You are encouraged to report any specific concerns regarding vegetation to facilities services by calling (573) 629-3243, or by calling the department of public safety at (573) 248-6268.

**Doors and Locks:** Department of public safety personnel regularly patrol the exterior and interior of campus buildings throughout the night, on weekends and during holidays. These officers report door lock and security hardware failures to work control daily.

**To Report a Crime:** Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the HLGU Department of Public Safety in a timely manner so they can be included in the annual crime statistics and to provide a timely warning notification if needed.

**To report a crime or suspicious activity:**

- Emergencies.....9-1-1
- HLGU Department of Public Safety.....573-248-6268
- Marion County Emergency Services .....573-221-1244

Students and HLGU employees are encouraged to report suspicious activity, such as a person seen loitering around vehicles in the parking lots, inside buildings or around the residential halls to the HLGU Department of Public Safety or the Hannibal Police Department. In addition, you may report a crime to the following areas.

- Student Life .....573-629-3026
- Director of Campus Life .....573-629-3158
- Men on Call Phone .....573-231-8036
- Women’s On Call Phone .....573-231-8037
- Office of Human Resources .....573-629-3058
- Athletic Director .....573-629-3025
- Director of Public Safety.....573-629-3007
- Title IX Coordinator ..... 573-629-3058





**Confidential Reporting Procedures:** If you are the victim of a crime and do not want to pursue action with the HLGU Department of Public Safety or with Hannibal Police Department, you may still want to consider making a confidential report. With your permission, the director of public safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. If the complainant insists that his or her name or other identifiable information not be disclosed, the complainant will be informed the ability of HLGU to respond may be limited. In Title IX cases, the victim(s) and accused person(s) names must be given to the Title IX coordinator. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Anonymous Reporting:** Although the University encourages victims/survivors to talk to someone, the University provides online anonymous reporting through the [Silent Witness Report](#).

## CAMPUS SECURITY AUTHORITIES

Campus security authority is a *Clery-Act*-specific term that encompasses four groups of individuals and organizations associated with an institution. Crimes may also be reported to a campus security authority (CSA) – the *Clery Act* regulations found in [The handbook for Campus and Security Reporting 2016 Edition](#) defines a Campus Security Authority in the following manner:

1. A campus police department or a campus security department of an institution
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
4. An institution official with significant responsibility for student and campus activities, including student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

HLGU employees are designated as campus security authorities (CSA's) and are required to report details of an incident to public safety are:

Dean of students	Director of athletics	Athletic coaches	Graduate assistants
Faculty advisor	Resident advisor	Resident assistant	Building Monitor
Title IX coordinator	Ombudsperson	Faculty advisor to a student group	
Victim advocates who are responsible for providing victims with advocacy services			

A report to a CSA constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation. Some University employees are considered

by the Institution to have the duty to report incidents of sexual violence or other student discrimination or harassment (responsible employees) and are required to report details to the Title IX coordinator. When a survivor tells a responsible employee about an incident of domestic or dating violence, stalking, or sexual violence, the survivor has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. HLGU employees must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the survivor and that the University will need to determine what happened, including the names of the victim/survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to an HLGU employee will be shared only with people responsible for handling the University's response to the report. A CSA or responsible employee should not share information with law enforcement without the survivor's consent unless the victim/survivor has already reported the incident to law enforcement.

Before a survivor reveals any information to a CSA or responsible employee, the employee should ensure that the survivor understands the employee's reporting obligations and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources. If the survivor wants to tell the "Responsible Employee" what happened but also maintain confidentiality, the employee should tell the survivor that the University will consider the request but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the "Responsible Employee" will also inform the Title IX coordinator of the survivor's request for confidentiality.

CSA or Responsible Employee will not pressure a survivor to request confidentiality, but will honor and support the survivor's wishes, including requesting the University to fully investigate an incident. For the same reason, responsible employees will not pressure a victim/survivor to make a full report if the survivor is not ready.

### **Requesting Confidentiality from the University: How the University will weigh the Request and Respond.**

If a survivor discloses an incident to a CSA but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

If the University honors the request for confidentiality, a victim/survivor must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. There may be times when the University cannot honor a survivor's request to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual to evaluate requests for confidentiality once an HLGU employee is on notice of alleged sexual violence: Hannibal-LaGrange University President.

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes

reported to them as a CSA. This means that CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner

It will be the role of the CSAs to be there for students as someone to whom they can report crimes, look to for guidance if they have been victims of a crime, or ask if they simply need advice as to whether they should report an incident. If an individual chooses not to report a crime to HLGU DPS and chooses the local police, CSAs can assist an individual in contacting the appropriate authorities (Hannibal Police Department or Marion County Sheriff's Office as appropriate). **Please note** that on-campus crimes reported to these agencies will typically be referred to HLGU DPS. The CSAs will not be responsible for taking any actions regarding suspected perpetrators of a crime, nor are they to make any judgments as to whether a crime took place; they are simply responsible for reporting crimes to the Hannibal-LaGrange University Department of Public Safety.

The CSAs are also not responsible for convincing victims of a crime to contact the police if victims do not want the police contacted. CSAs submit the information on crimes to the DPS for inclusion in the crime statistics as required by law under the Clery Act for all institutions of higher education that receive federal financial aid. As previously stated above, the statistical information collected for the Annual Fire Safety and Security Report will not contain any names or specific locations to maintain the confidentiality of a victim.

Crimes may also be reported anonymously by completing the [silent witness reporting form](#).

**Campus Security Authority Confidentiality Statement:** The University will strive to protect the confidentiality of persons reporting harassment or other sex offenses or alleged sex offenses and those accused to the extent allowed by law. The University has defined a Campus Security Authority (CSA) as Administrators, Athletic Director, all Public Safety employees, Building Monitors, Resident Directors, Resident Advisors, Student Activity Director, Coaches, Athletic Trainers, Advisors to Clubs and Organizations, and Ombudsman. A CSA has crime reporting obligations under the United States federal law, therefore complete confidentiality cannot be guaranteed. Certain University employees may be designated as "confidential advisors" and serve as a confidential resource for student victims of assault. Such designees are exempt from serving as CSA reporters.

It will be the role of the CSAs to be there for students as someone to whom they can report crimes, look to for guidance if they have been victims of a crime, or ask if they simply need advice as to whether they should report an incident. If an individual chooses not to report a crime to DPS and chooses the local police, CSAs can assist an individual in contacting the appropriate authorities (Hannibal Police Department or Marion County Sheriff's Office as appropriate). **Please note** that on-campus crimes reported to these agencies will typically be referred to DPS. The CSAs will not be responsible for taking any actions regarding suspected perpetrators of a crime, nor are they to make any judgments as to whether a crime took place; they are simply responsible for reporting crimes to the Hannibal-LaGrange Department of Public Safety.

*Information is made available at the Public Safety Office in the Burt Administration building.*

**Policy Statement Addressing Counselors:** As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes voluntarily for inclusion in the annual crime statistics. The rulemaking committee defines counselors as:

**Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**Policy for Preparing the Annual Security Report:** Hannibal-LaGrange University’s Director of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Public Safety Policy and Crime Statistics Act. This report is prepared with the cooperation and assistance of the Department of Public Safety, Office of Student Life, and Hannibal LaGrange University’s Clery/VAWA Committee along with other University departments. Each entity of the University provides updated information on their educational efforts and programs. Crime statistics are also gathered from local law enforcement for university properties off campus and any public property adjacent to campus. Statistics are also included for off campus sites at Three Rivers College (Popular Bluff), MO compiled by those institutions as required by law.

Campus crime, arrest, and referral statistics include those reported to the public safety office, and local law enforcement agencies. Hannibal-LaGrange does not currently have off campus student housing or student organizations.

The Annual Security Report will include statistics for the previous three years concerning reported crimes that occurred on campus and will be distributed no later than October 1 of each year. The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
2. Robbery
3. Burglary
4. Arson
5. Dating Violence
6. Sex Offenses
7. Aggravated Assault
8. Motor Vehicle
9. Domestic Violence
10. Stalking





Universities are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession
4. Domestic Violence
5. Dating Violence
6. Stalking

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property
5. Gender Identity
6. National Origin

The Annual Fire Safety and Security Report will be published with the Department of Education and distributed to HLGU employees and students on or before October 1 each year. A printed copy of the report can be obtained at the department of public safety located at the Burt Administration Building, or by calling (573) 248-6268. All prospective employees may obtain a copy from human resources in the Burt Administration Building, or by calling (573) 629-3058.

**The Hierarchy Rule:** When counting multiple offenses, HLGU will use the FBI's UCR Hierarchy Rule. This rule requires HLGU to count only the most serious offense when more than one offense was committed during a single incident.

**Timely Warnings:** If a situation arises, either on or off campus, that in the judgment of the HLGU Administration constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the HLG ALERT and HLGU email. Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the HLGU community, student life may also post a notice on bulletin board along with the Public Relations department may post information on the Hannibal-LaGrange University web site at [www.hlg.edu](http://www.hlg.edu). This provides the HLGU community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus apartment or quad, and in the student life office. The website is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the director of public safety, chief of campus

police, or the student life office by phone or in person. The following is a link provided on the HLGU webpage to sign up for the HLG Alert System: <https://www.getrave.com/login/hlg>

Timely warnings may be issued without delay by the by the president, vice president of student life, vice president for business and finance, vice president of enrollment management and marketing, vice president of academic administration and dean of faculty, vice president for institutional advancement, director of public safety, director of public relations, campus operator, and chief of campus police via the HLG ALERT emergency texting system. Content of timely warning messages will be determined by the individual sending the warning.

**Emergency Notification:** In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the campus will be notified without delay through Emergency Notification System, which can notify the campus by text message, email, and Facebook. Students should take responsibility for regularly checking their email. To receive campus-wide email announcements, students will be given a Hannibal-LaGrange email account when they officially register.

Examples of significant emergencies or dangerous situations that may result in an emergency notification are:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado or other extreme weather conditions
- Gas leak or explosion
- Armed intruder
- Nearby chemical or hazardous waste spill

Emergency notifications may be issued without delay by the by the president, vice president for business and finance, vice president for enrollment management and marketing, vice president for academic administration and dean of faculty, vice president of student life, vice president of institutional advancement, director of public safety, campus operator, and chief of campus police via the HLG ALERT emergency texting system. Content of emergency notification messages will be determined by the individual sending the message.

If Hannibal-LaGrange University experiences an emergency that could affect the Hannibal community, the president, director of public safety, or chief of campus police will contact Marion County Emergency Service.

**Access Policy:** Residence halls are locked 24 hours a day and many areas of the campus have video surveillance systems in use as an added security feature. During business hours, the University (excluding housing facilities) will be open to students, parents, employees, contractors, and guests. During non-business hours, access to all University facilities is by key, if issued, or by admittance via the department of public safety. In the case of periods of extended closing, the University will admit only those with prior approval.

Some facilities may have individual hours, which may vary at different times of the year. Monitors are employed in those buildings during off hours.

### **Prevention and Awareness Training**

Hannibal-LaGrange University's primary prevention and awareness program is the "ACT" with "RESPECT" and "CARE" for "HEALTH" (A.R.C.H. program) which encourages students and employees to be responsible for their own security and the security of others through awareness and bystander intervention. The entire A.R.C.H. program can be viewed here: [A.R.C.H.](#) The University conducts many educational seminars and activities throughout the year sponsored by various campus organizations/departments to provide a safe and productive learning environment. Training programs available through these organizations/departments feature lively, open discussions that explore men's and women's roles in creating a safer, healthier world. It has been expanded to more clearly address the definitions of sexual and dating/domestic violence and stalking, as well as consent. It also provides more comprehensive information on bystander intervention and teaches skills on how bystanders can effectively intervene in a potentially serious situation. It also includes training for employees in ways to assist victims/survivors of violence in reporting and providing support. Hannibal-LaGrange University partners with community emergency services and support groups to provide additional programs.

As part of the A.R.C.H, students and employees were enrolled in either *Healthy Lifestyles* for Students and *Keeping our Campus Safe* for employees in Canvas portal system which covers the laws of Title IX, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) and the VAWA Amendment, campus culture and sexual violence, understanding harassment and discrimination, and response and resources. Faculty and staff employees are required to take the training course once a year. Faculty and staff training explains components and goals of the law prohibiting sexual violence, sexual assault, dating violence, intimate partner violence, domestic violence, and stalking; covers definitions and complexities regarding consent; teaches faculty and staff responsibilities; explains how faculty and staff can avoid revictimization; and provides information and intervention techniques for bystanders.

Students are enrolled in the course and encouraged to complete the courses every year. Student courses teaches students how to identify and prevent sexual violence and discrimination; explains components and goals of the laws prohibiting sexual violence, sexual assault, dating violence, intimate partner violence, and domestic violence and stalking; covers definitions and complexities regarding consent; teaches employee responsibilities for those who are employed through the school; explains how responders can avoid revictimization; and provides information and intervention techniques for bystanders.

New faculty and staff are required to take the course as part of their employee orientation, new students are enrolled in the course and provided an email link to the course. Other crime prevention programs on personal safety, sexual assault and violence, theft prevention, and alcohol and drug awareness include but are not limited to:

### **Stalking, Domestic, Dating, and Sexual Violence Awareness & Prevention**

- Personal Safety Seminar (awareness and prevention)
- Resident Hall Meeting (emergency procedures)
- Self-Defense Seminar (men and women)
- University Safety Meeting

- Campus Poster Program (resources and awareness)
- New Student Orientation (policy and procedures)
- Freshman Seminar (healthy life styles)
- Whistle Defense Program (personal safety)
- State and National Awareness Topics
- Information Distribution (awareness and resources)
- Chapels throughout the year



#### Crime, Alcohol, and Drug Awareness & Prevention

- Freshman Seminar / Healthy Life Styles
- Campus Poster Program (resources and awareness)
- New Student Orientation (policy and procedures)
- Alcohol & Impaired Driving Awareness
- Health and Wellness Fairs (resources)
- Chapels throughout the year
- Information distribution (awareness and resources)

Public safety, student life, and human resources personnel facilitate programs for students, parents, faculty, new employee orientations, and student organizations throughout the year, in addition to programs offered by the HLGU Athletic Department. To enhance these safety programs the University and public safety enlist guest speakers to add an additional perspective on safety and awareness. Additional information on location, dates, and times of these programs can be obtained from the department of public safety.

The department of public safety has information available to students and staff regarding crime prevention and awareness in the Foster Student Center and Burt Administration Building. Security tips and other important links are available on the University Public Safety website. [Public Safety](#)

Public Safety provides students with a *Property Identification Form* to help in recovering those items should they become lost or stolen.

#### General crime prevention tips on or off campus include:

- Walk in well-lighted areas at night.
- Do not leave books, jewelry, purses, wallets, cell phones, textbooks, backpacks or other valuables unattended.
- Lock residence hall room doors and car doors at all times. Do not prop doors open for any reason.
- Report all crimes and/or suspicious activities to the department of public safety.
- Protect personal property such as cell phones, iPods, laptop computers and other valuable belongings by marking them with an identification number and recording serial numbers and brand names.
- Walk with friends or someone from class that you know well or call the department of public safety for an escort.

**Motorist Assistance:** The HLGU Department of Public Safety assists the university community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at times, but public safety will assist people to obtain services from another source.

**Daily Crime Log:** Consistent with the Clery Act requirements, the department of public safety maintains a daily crime log listed by the date the incident was reported on all crimes and other serious incidents that occur. The daily crime log includes the nature, date, time, and general location of each crime reported to the DPS, as well as its disposition, if this information is known at the time.

The DPS posts incidents in the daily crime log within two business days of receiving a report of an incident, and in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. The daily crime log is available for public inspection at the department of public safety.

**Unfounded Reports:** Incidents reported to public safety may only be “unfounded” by sworn or commissioned law enforcement personnel. The chief of campus police will complete a report as to the reason and circumstances why the incident was unfounded and filed with the original report.

**Emergency Response Drills:** The department of public safety and student life is responsible for conducting tests of emergency response and evacuation procedures on at least an annual basis through a variety of drills and exercises designed to assess and evaluate emergency plans and capabilities. Evacuation drills are conducted throughout the year in residence halls and non-housing campus facilities. Emergency notification systems are tested at least once annually. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

In 2023 HLGU conducted a training exercise regarding extended power outage. Public safety personnel received active shooter training with the Hannibal Police Department and Missouri Highway Patrol. active shooter training was also given to HLGU’s first responder team.

Concerns discussed in the exercise:

#### Power Outage

- Equipment currently in place.
- Equipment procurement.
- Communications.
- Student assistance.



#### Active Shooter Response

- The danger of HLGU first responder when law enforcement arrives on scene.
- Search and after-action response.

Learned from exercise:

- Need to continue good communication with HPD and equipment procurement providers.
- Further training and procedures needed.

This training meets the requirements of the Clery Act training mentioned on page 8 of this Annual Fire Safety and Security Report.

Various campus units, including public safety and student life, utilize programs to train and educate the campus community, providing the knowledge needed to respond appropriately to various types of hazards. Additionally, public safety is responsible for annually publicizing emergency response and evacuation procedures to the campus community through campus email sent to employees and students throughout the year and informational pamphlets.

Hannibal-LaGrange University makes its emergency operation plan available to students and employees.

The primary law enforcement response to emergencies occurring on HLGU property is the Hannibal Police Department. Emergencies requiring a fire department/EMS (Emergency Medical Services) response are provided by dialing 911. Students and employees are required to notify HLGU of any situation or incident occurring on campus that may constitute an immediate threat to the health and/or safety of students and/or employees.

	Hannibal-LaGrange University Main Campus Security Report															
		2023					2022					2021				
	Unfounded Crimes	On-Campus Property	Non-Campus Property	Public Property	On-Campus Residential Facility	Year Total	On-Campus Property	Non-Campus Property	Public Property	On-Campus Residential Facility	Year Total	On-Campus Property	Non-Campus Property	Public Property	On-Campus Residential Facility	Year Total
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses, Forcible</b>																
<b>Sex Offenses, Non-Forcible</b>																
<b>Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possession-Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possessions-Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law- Arrests</b>	0	0	0	0	0	0	1	0	0	0	1	1	0	0	0	1

<b>Drug Law- Violations Referred for Disciplinary Action</b>	0	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0
<b>Liquor Law-Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law-Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0	0	1	0	1	2	6	0	0	6	6
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**\* No Hate Crimes reported for the years of: 2021, 2022, and 2023.**

**Weapons Policy:** Possessions and/or storage of a weapon whether open or concealed, on campus, or at a university-sponsored event are prohibited. For the purpose of this policy a weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearms, BB/pellet gun, stun gun or dart gun and any ammunition for any of these devices. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than four inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument of which exposed.
- And as defined in Missouri Revised Statute 571.010.

The prohibition on carrying a firearm does not apply to commissioned law enforcement officers, approved; instructors of safety programs, private security, HLGU Public Safety and First Responders, and theatrical production. Application to carry a concealed weapon will be made to the Director of Public Safety for approval by the President and general counsel. Violation of this policy may result in criminal prosecution, removal from university property and/or disciplinary action.

Signs will be posted at campus entrances prohibiting weapons on campus unless authorized by the University. Signs displayed must be a minimum size of eleven inches by fourteen inches with the writing thereon in letters of not less than one inch.

## **Drug and Alcohol Abuse Prevention Program (DAAPP) Introduction and Overview**

The Drug-Free Schools and Campuses Regulations (34 C.F.R) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as *Hannibal-LaGrange University (HLGU)* to “certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by all students and employees on school premises or as a part of any of its activities” as well as distribute the program to all employees and students. The IHE must also conduct and prepare a biennial report “on the effectiveness of its alcohol and other drug (AOD) programs and the

consistency of sanction enforcement” according to Education Department General Administrative Regulations (EDGAR) Part 86.100, Subpart B.

At a minimum, the IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and alcohol abuse.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and,
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law (EDGAR Part 86 Subpart A 86.3).

### **HLGU DAAPP Mission, Purpose, and Objectives:**

- A. **Mission Statement:** The mission of the Drug and Alcohol Abuse Prevention Program (DAAPP) is to outline and describe the institution’s policies, procedures, and programs for all students and employees regarding drugs and alcohol to promote a safe environment for work and study.
- B. **Purpose:** The purpose of DAAPP is to aid in the prevention of unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees and to promote healthy lifestyles.
- C. **Goals and Objectives:**
  1. Review policies and procedures and make recommendations to applicable departments/areas.
    - Objective: Review the alcohol and drug policy and sanctions in HLGU handbooks, catalogs, online resources, and printed material for any changes to meet new and current laws and guidelines.
  2. Education of students and employees
    - Objective: Inform all students, employees, and volunteers of standards of conduct, disciplinary processes, and sanctions.
  3. Promotion of awareness and prevention
    - Objectives: Offer effective prevention education and information which promotes healthier lifestyles. Provide drug and alcohol awareness information and materials which inform students and employees of the effects of alcohol on their health and mental wellbeing.
  4. Dissemination and disclosure of information
    - Objective: Make available student and employee handbooks and annual security reports (ASR) both online and in print (if requested).
  5. Evaluation and review
    - Objective: Annual review of programs and activities for effectiveness in accomplishing DAAPP goals and suggest changes to stay abreast of current trend and regulations.
  6. Conduct Biennial review
    - Objective: Determine program effectiveness and consistency of policy enforcement through quantitative and qualitative measures to identify and implement any changes needed.



## Standards of Conduct

- **Introduction** Under the provisions of the Drug-Free Schools and Communities Act Amendments (DFSCA) of 1989, Public Law 101 226, all schools, colleges, and universities must implement and enforce drug prevention programs and policies as a condition of eligibility for federal financial assistance. The law further requires the annual distribution of written policies to each enrolled student and employee. Specific sections of that policy, which apply to faculty, staff, and students are included here (34 C.F.R. 86.100).



- **Employees**

- Policy on Alcoholic Beverages**

- Consistent with our Baptist heritage, Hannibal-LaGrange University takes a position of abstinence regarding the use of alcohol. The employee will be subject to disciplinary action if behavior is found to be inconsistent with the stated policy of the University. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on campus and at off-campus university-sponsored functions or while representing the University by employees, students or their guests. It is unacceptable for any employee to put him or herself or others in harm's way while under the influence of alcohol and/or violate established legal standards. Employees in such condition are encouraged to seek help from university officials but are still subject to disciplinary action.

The consumption, possession, or distribution of alcoholic beverages on campus and at off campus University sponsored functions or while representing the University by employees, students or their guests is strictly prohibited. Any employee appearing on campus or at any University sponsored function under the influence of intoxicating beverages will be subject to disciplinary action. Hannibal-LaGrange University will cooperate fully with local law enforcement in the investigation and prosecution of any crime associated with the alcohol infraction.

- An intoxicating beverage is defined as any drink or consumable product containing alcohol, including simulated beer products that contain small amounts of alcohol.
    - Powdered alcohol also known as "Palcohol" is considered an alcoholic beverage whether it is mixed with liquid or in its original powdered state.

- Policy on Illegal Drugs**

- The use of illegal drugs at Hannibal-LaGrange University will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs
- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from work
- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs
- Possession of drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

### **Controlled Substances**

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counselling or termination.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to university disciplinary action, criminal prosecution, and/or fine and imprisonment. **Refer to Legal Sanctions.**

### **Tobacco**

HLGU is a tobacco free campus. Therefore, the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

### **Discipline Policy**

If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be sent to rehabilitation, that employee will be suspended without pay for a reasonable period while in the program. Discipline for violations of the alcohol, illegal drugs or controlled substance policies can be found in **Section – Disciplinary Sanctions.**

## ○ **Students**

### **Policy on Alcoholic Beverages**

As a Christian university supported by the Missouri Baptist Convention, HLGU takes the position of abstinence from the use of alcoholic beverages both on and off campus. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on or off campus. Whether a student has violated this policy's prohibition against use of alcohol, or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. In addition to being considered a violation of the Standard of Student Conduct, Missouri state law prohibits any person less than 21 years of age to possess and/or use alcoholic beverages.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, fines, required participation in a drug or alcohol treatment or rehabilitation program (at the student's expense), suspension, or expulsion. HLGU reserves the right to refer any violation of the law to the proper law enforcement authorities.

If a student feels they have a drug or alcohol dependency, they may seek help and direction from student life staff without fear of retribution. Alcohol and drug dependency does not give students an excuse to violate the University's alcohol and drug policy.

### **Policy on Illegal Drugs**

The use of illegal drugs at HLGU will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs
- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from class
- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs
- Possession of drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by university or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

### **Controlled Substances**

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counselling or termination.

Hannibal-LaGrange University takes the position of abstinence regarding the use and/or possession of illegal or controlled substances. HLGU employees and students are prohibited from using and/or possessing any illegal or controlled substance unless prescribed by a physician. The actions of HLGU are not based upon, or in any way limited by, the actions, or lack thereof, of the legal system.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to university disciplinary action, criminal prosecution, and/or fine and imprisonment. **Refer to Legal Sanctions.**

### **Tobacco**

HLGU is a tobacco free campus. Therefore, the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

### **Discipline Policy**

If it is alleged that a student's behavior is not consistent with the university's standard of conduct for students regarding abstinence from the use of alcohol, illegal drugs, controlled substances or tobacco, penalties ranging from a warning, reprimand, probation up to suspension may be imposed. Discipline for violations of the alcohol, illegal drugs, controlled substance or tobacco policies can be found in **Section – Disciplinary Sanctions.**

## **○ Legal Sanctions**

HLGU reserves the right to refer any violation of the law to the proper law enforcement authorities. If a student feels they have a drug or alcohol dependency they may seek help and direction from the student life staff without fear of retribution. If an employee feels they have a drug or alcohol dependency they may seek help and direction from the office of human resources. Alcohol and drug dependency does not give students or employees an excuse to violate the University's alcohol and drug policy.

### **Local, State and Federal Legal Sanctions – Laws Governing Alcohol**

The State of Missouri sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Hannibal Police Department. [Hannibal City Ordinances](#)

All students are expected to abide by the laws of the local, state, and national government and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints, or indictments by governmental entities are not prerequisites for university action. In all cases of violation of university rules and regulations, or actions in violation of local, state, and federal laws, Hannibal-LaGrange University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

### Local and State

For further information on Hannibal ordinances or Missouri state statutes and fines pertaining to alcohol and drug offenses, contact the Hannibal Police Department, see Appendix at the end of the DAAPP document or you may review the following links:

#### Alcohol

- [Hannibal City Ordinances](#)
- [State of Missouri Statutes/Chapter 311](#)

#### Drugs

- [State of Missouri Statutes/Chapter 195](#)
- [Federal Regulation](#)
- [Click here](#) for complete listing of Missouri substances, how they are placed on the schedule and additional drug information.



### Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession, or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

#### ○ Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.<sup>1</sup>

<sup>1</sup> Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: [Drugs of Abuse](#) (website last visited on 4/6/16.)

### Drug Abuse

The following is a list of the most frequently used drugs, and the risks associated with their use.

#### A. Cannabinoids (marijuana & hashish)

- Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

#### B. Opioids (heroin & opium)

- Known risks are “constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.”

#### C. Stimulants (cocaine, amphetamine & methamphetamine)

- Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” Specific risks associated with cocaine use include “nasal damage from snorting.” Specific risks associated with methamphetamine use include “severe dental problems.”
- D. **Depressants** (barbiturates, benzodiazepines & sleep medications)
- Known risks are “lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.”
- E. **Club Drugs** (MDMA-methylenedioxy-methamphetamine [also known as: Ecstasy, Adam, clarity, Eve, lover’s speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])
- Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”
- F. **Dissociative Drugs** (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally-D]; Dextromethorphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple CJ).
- Known risks are “anxiety, tremors, numbness, memory loss, and nausea.”
- G. **Hallucinogens** (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])
- Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.”
- H. **Other Compounds** (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise, roids, juice, gym candy, pumpers]; Inhalants [also known as: solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])
- Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunk testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

## Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous.

- Known health risks for inappropriate or illegal use include those listed above for these drug categories.

## Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew).

- Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia, adverse pregnancy outcomes, and addiction.

## Alcohol Abuse

“Alcohol affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking those results in harm to one’s health, interpersonal relationships, or ability to work.”

- Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

Drinks	Body Weight in Pounds								Influenced
	100	120	140	160	180	200	220	240	
1	.04	.03	.03	.02	.02	.02	.02	.02	Possibly
2	.06	.06	.05	.05	.04	.04	.03	.03	
3	.11	.09	.08	.07	.06	.06	.05	.05	Impaired
4	.15	.12	.11	.09	.08	.08	.07	.06	
5	.19	.16	.13	.12	.11	.09	.09	.08	Legally
6	.23	.19	.16	.14	.13	.11	.10	.09	
7	.26	.22	.19	.16	.15	.13	.12	.11	
8	.30	.25	.21	.19	.17	.15	.14	.13	
9	.34	.28	.24	.21	.19	.17	.15	.14	
10	.38	.31	.27	.23	.21	.19	.17	.16	

## Drug and Alcohol Abuse Programs and Resources

### Counseling Resources:

Hannibal Council on Alcohol and Drug Abuse  
Hannibal, MO 63401 8965 U.S. 36, Hannibal, MO  
573-248-1196

Family Resource Center Communications Drive,  
573-221-7027

Drug and Alcohol Recovery Center  
Missouri  
636-486-0854

Domestic Violence Hotline:  
800-678-7713

Missouri Drug Rehabilitation Resources  
24x7 Drug Rehab Helpline  
888-975-3299

National Suicide Prevention Hotline:  
800-784-2433

### General Healthcare:

Hannibal Ambulatory Care Center  
100 Medical Drive, Hannibal  
573-248-3333

Hannibal Clinic  
100 Medical Drive, Hannibal  
573-221-5250

Hannibal Dental Group  
2727 St Mary's Ave, Hannibal  
573-221-1227

Quincy Medical Group  
1025 Maine St, Quincy, IL  
217-222-6550

Hannibal Regional Hospital  
8503 Hwy 36, Hannibal  
573-248-1300

Blessing Hospital  
Broadway, 11th & 14th, Quincy, IL  
217-223-1200

## Disciplinary Sanctions

- **Employee Discipline Sanctions** If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be admitted to a rehabilitation clinic, that employee will be suspended without pay for a reasonable period of time while in the program.

*Employee penalties for alcohol, illegal drugs, controlled substances and tobacco are listed below; however, these are HLGU's guidelines and may be subject to change depending on the severity of the offense.*

Substance	1st Offense	2nd Offense	3rd Offense
Alcohol	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Illegal Drugs	Disciplinary Probation/Suspension	Immediate Termination	N/A
Controlled Substances	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Tobacco	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination

Penalties for Violation of University DAAPP Policy [Employee Handbook](#)

*Categories of penalties can include but are not limited to the following:*

**Disciplinary Warning/Reprimand** - An official statement filed on the employee warning report advising the employee that a violation has occurred, and that if immediate changes in behavior do not occur, the employee may face more severe action or possible termination. Rehabilitation services can/may be required.

**Disciplinary Probation/Suspension** – A second official statement filed on the employee warning report advising the employee that a violation has occurred and immediate action is required. Hannibal-LaGrange will assist in any substance abuse problem that may arise. Referrals to community agencies, such as the Hannibal Council on Alcohol & Drug Abuse are available to any officer, employee, or student at Hannibal-LaGrange University. Penalties can include, but are not



limited to, assigned counseling sessions, educational activities, and/or community service hours in the manner prescribed by the hearing officer or body. Employee will be required to complete a rehabilitation program at this level of infraction. Employee can/may be suspended without pay for a reasonable period of time while in the program. Failure to complete these assignments could result in further disciplinary action or possible termination.

**Immediate Termination** – An official statement filed on the employee warning report advising the employee that immediate termination has occurred. Immediate termination will indicate that the employee’s performance, work habits, overall attitude, conduct or demeanor became unsatisfactory based on violation of the University’s requirement to remain abstinent from the use of drugs or alcohol, or that the employee did not complete the required rehabilitation.

*Employee may appeal a disciplinary sanction according to the appeals process in the [Employee Handbook](#).*

• **Student Disciplinary Sanctions**

If it is alleged that a student’s behavior is not consistent with the university’s standard of conduct for students regarding abstinence from the use of drugs or alcohol, penalties ranging from a monetary fine to suspension/expulsion may be given.

*Student penalties for alcohol, illegal drugs, controlled substances and alcohol are listed below; however, these are HLGU’s guidelines and may be subject to change depending on the severity of the offense. Performance programs (i.e. athletics or departments) also can impose sanctions against students who violate their specific AOD policies. EDGAR Part 86.*

Substance	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Alcohol	\$500 Fine/ Probation with Suspended Imposition of Sentence	\$500 Fine/Disciplinary Probation	Scholarship Suspension/ Disciplinary Probation
Illegal Drugs	Suspension	Dismissal	N/A
Controlled Substances	Disciplinary Probation	Suspension	Dismissal
Tobacco	Official Reprimand	Fine	Disciplinary Probation

**Penalties for Violation of University DAAPP Policy**

Categories of penalties can include but are not limited to the following:

- **Official Reprimand** -This sanction serves to inform the student that the incident reflects behavior unacceptable to the community and is inconsistent with HLGU’s regulations. The purpose of this sanction is to serve as a warning to the student that further violation is likely to

result in more severe consequences which would become part of the student's disciplinary records.

- **Disciplinary Probation** - The imposition of this sanction affects the student's good standing with the University for the duration of the probationary period. Further violations that occur during the probationary period are likely to result in suspension or dismissal. Students placed on the status of disciplinary probation are ineligible to represent HLGU in any University-sponsored activity. The director of student life or the dean of students will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by the office of student life will depend on the nature of the violation and the time frame of the semester. Students will be required to complete an educational recovery program at this level of infraction.
- **Probation with Suspended Imposition of Sentence** -This status enables an alternative recourse while stipulating that the student's status will automatically be changed to probation following a second offense or failure to complete all sanctions. Student will serve community service hours and complete a mentoring program.
- **Suspension** -For a fixed period of time students may not remain on or visit the campus. They may not participate in any academic or other activity of the college either on or off campus during the period of suspension. Other restrictions may be imposed on students serving suspension and are individualized to allow for the particular needs of students and/or University. Student may apply for re-admission to HLGU through the admissions committee after two consecutive complete semesters.
- **Dismissal** - Students are denied the right of any academic or other activities of the University and become ineligible to return to Hannibal-LaGrange University.
- **Institutional Scholarship Suspension** - Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester.

*Students may appeal a disciplinary sanction according to the appeals process in the [Student Handbook](#).*

## Dissemination of the DAAPP at HLGU

- Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the University on an annual basis via an email and other documents such as the employee benefits statement, employee handbook, required faculty/staff workshop, and the public safety annual fire and safety report. New employees also receive notification during their orientation process. The DAAPP is also available for review online. [Consumer Disclosures / Drug and Alcohol Prevention Program](#)

- General policy and procedures
- Three times per year through "Weekly Announcements" email
- *Healthy Lifestyles* Online Learning

- [Employee Handbook](#)
  - New Employee Orientation
  - Annual Benefits Statement
  - Ongoing promotions and awareness
    - Department Meetings
    - HLGU Website and Social Media
    - Faculty/Staff Workshops
    - Public Safety Annual Fire and Safety Report
    - Chapel Services
  - Dissemination and disclosure of information
  - HLGU Email
  - HLGU Website and Social Media
  - HLGU Alert System
  - Distributed three times a year in the Annual Security Report
- Student Notification/Education

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via email and the [Student Handbook](#). The DAAPP is also available for review online. [Public Safety / A.R.C.H. Program](#)

- General Policy and procedures
  - *Healthy Lifestyles* Online learning
  - *360 Stay Safe* Online learning
  - [Student Handbook](#)
  - New Student Orientation
  - Freshman Seminar
  - Resident Hall Meetings
  - Experience HLGU Days
  - Ongoing promotion and awareness
    - Material distribution
      - Printed materials are available in the L.A. Foster Student Center at all times
      - Electronic copies will be distributed throughout the year according to the monthly safety calendar.
  - Health Fairs
  - College Scope
  - Resource Guides/Cards
  - Poster Program
  - National and State Awareness Activities (drunk driving simulators, “beer goggles”, etc.)
  - Annual Fire Safety & Security Report
  - Email Announcements
  - HLGU Website and Social Media Pages
  - Distributed three times a year in the Annual Security Report
- Dissemination and disclosure of information
    - HLGU Email
    - HLGU Website and Social Media
    - HLGU Alert System

- [Student Handbook](#)
- [Public Safety / A.R.C.H. Program](#)
- [Consumer Disclosures / Drug and Alcohol Abuse Prevention Program](#)
- Annual Fire Safety and Security Report

*Program outlines may change throughout the year due to new regulations or updated changes from the Biennial Review Committee. A complete program outline can be seen at the department of public safety in the L.A. Foster Student Center.*

## Biennial Review Assessment

Hannibal-LaGrange University shall conduct biennial reviews of the university's drug prevention program to determine the effectiveness of the program and to recommend/implement changes as appropriate. Each such review shall also include an evaluation of disciplinary sanctions imposed during the review period to ensure that these sanctions are consistently enforced. A copy of this review shall also be made available to the Department of Education and the public upon request. Requests can be made at the Dean of Students Office. Hannibal-LaGrange University Drug and Alcohol Abuse Prevention Program (DAAPP) Review Committee is responsible for annual assessment of DAAPP. Assessments will include qualitative and quantitative methods to:



- Assess the effectiveness of the DAAPP
- Evaluate the consistency of sanctions imposed for violations of standards of conduct related to drugs and alcohol
- Identify areas requiring improvement or modification.

The committee will collect data and responses from students, prospective students, and employees. The results of the review will be approved by the university's chief executive and other appropriate officials.

The biennial review includes evaluation and assessment of three major areas:

### A. Knowledge

Primary – Pre/Post Survey  
 Secondary – Distribution Schedule  
 Primary Training – Quizzes  
 Secondary Training –  
 Survey/Comments Class/Course Discussion  
 Primary Training –

Climate Survey  
 Scanned Materials  
 Online Learning Module  
 Campus Activity

New Employee Orientation  
*Living Responsible Lives*  
 Exit Interviews

**B. Behaviors**

Primary – Pre/Post Survey  
Primary – Trend data  
Penalties, Effectiveness

Climate Survey  
Sanctions, Violations,

**C. Beliefs**

Primary – Exit Survey  
Secondary – Comments

Graduating Student  
Employee Survey

**Biennial Review Committee** - The Biennial Review Committee will be made up of the following members:

Dean of Students (Chairman)  
Student Life Office Manager (Secretary)  
Title IX Coordinator  
Director of Public Safety  
Associate Dean of Academic & Career Services  
Staff Representative

Vice President of Business & Finance  
Athletics Director  
Director of Student Life  
Director of Student Activities  
Faculty Representative

## Oversight Responsibility

The dean of students and the director of public safety shall serve as the main contacts and will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The biennial review committee has been established to assist with these responsibilities. This team is responsible to the designated executive officio (V.P. Business & Finance) and provides a report to the executive cabinet annually.

## DAAPP Tables

**Figure 1**

### City of Hannibal Ordinance Violations

City of Hannibal Ordinance Violation	All are Infractions	
Offense	Fine	Code #
<b>Alcohol</b>		
Possession as a Minor - 1st Offense	\$137	3.87
- 2nd Offense	\$252	
- 3rd Offense	\$552	

Consumption in Public	\$137	3.10
Minor Visibly Intoxicated - 1st Offense	\$137	3 847
- 2nd Offense	\$227	
- 3rd Offense	\$527	
Driving while intoxicated	\$428	17.16
<b>Drug</b>		
Possession of Marijuana - 1st Offense	\$132	16.17
- 2nd Offense	\$277	
Possession of Drug Paraphernalia – 1st Offense	\$200	16.17
- 2nd Offense	\$275	
Possession of a Mind-Altering Substance	\$200	16.14

### Missouri Drug Laws

The manufacturing, possession, sale, distribution and use of illicit drugs (i.e. controlled substance or imitation controlled substance) are prohibited by state law (195 RSMo.). Penalties for first time offense for a drug possession violation can range from a fine of \$1,000 to life imprisonment. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. The tables below give information on penalties and fines for specific drug crimes in Missouri (see 195.010 RSMo. For definitions and 195.017 RSMo. For the scheduling information of controlled substances in Missouri).

### [Missouri Drug Statutes](#)

### Penalties and Fines

Felony Class	Penalties (558.011 RSMo.)	Fines (560.011 RSMo.)
A	10 – 30, or life	-
B	5 – 15	-
C	Up to 7	Up to \$5,000

D	Up to 4	Up to \$5,000
Misdemeanor Class	Penalties (558.011 RSMo.)	Fines (560.016 RSMo.)
A	1 year	\$1,000
B	6 months	\$500
C	15 days	\$300
Infraction	-	\$200

[State of Missouri Statutes/Chapter 311](#); [State of Missouri Statutes/Chapter 195](#)

### Figures 3-4 Federal Drug Offense Penalties

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. <b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. <b>2 or More Prior Offenses:</b> Life imprisonment.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	

II	PCP 10-99 grams pure or 100-999 grams mixture	million if not an individual.	PCP 100 grams or more pure or 1 kilogram or more mixture	Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. if death or serious bodily injury, not less than 20 yrs. or more than life.  Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. if death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. if death or serious bodily injury, not more than 15 yrs. fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. if death or serious injury, not more than 30 yrs. fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

**Figure 4**  
**Federal Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture,	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.



50 to 99 marijuana plants	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<b>First Offense:</b> Not more than 5 yrs. fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

### Federal Regulation

## **Hannibal-LaGrange Sexual Misconduct and Violence Policy**

This policy applies equally to all members of Hannibal-LaGrange University: students, staff, faculty, contract employees, volunteers, and visitors.

The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, domestic and dating violence, and stalking, will not tolerate such conduct, and supports those who have been victimized.

Sexual misconduct includes the attempt or act of rape, forced sodomy, or any other sex offense as listed in RSMo 566.010 – 566.130. [Sexual Offenses](#)

The above acts constitute sexual assault when they are committed against a persons will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual misconduct.

The University will respond promptly, fairly, and decisively to all reports of sexual misconduct, domestic and dating violence, and stalking. Members of the University community accused of this conduct will be subject to university disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the University.

Sexual assaults, domestic and dating violence, and stalking are serious violations of the University's student judicial code, faculty standards, and University employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Hannibal-LaGrange University is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 2013, which requires all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus assault, sexual assault policies, and security programming to all current students, employees, and applicants who so request.

Hannibal-LaGrange University shall make 24 hour assistance available to those who have been affected by sexual misconduct through the office of student life or office of human resources.

## **Sexual Assault, Domestic/Dating Violence, and Stalking**

### **Policy Goals**

- The University will respond promptly, fairly, and impartially from the initial investigation to the final results,
- Provide prompt and compassionate support services to reduce the victim's trauma and to alleviate suffering.
- Create a campus environment which both facilitates and expedites the prompt reporting of violence, thereby enhancing campus safety.
- Provide a comprehensive framework in which the needs and decisions of the victim are central in determining a campus response.
- Provide cooperation and assistance to campus public safety in their efforts to investigate reported violence.
- Establish a campus climate of empowerment and education, in which behaviors that contribute to violence are not tolerated.
- Protect the rights of the victim, the accused, and other parties involved in or affected by the case.

## **Investigations**

If an individual is a victim of domestic or dating violence, stalking, or sexual assault at this institution, his/her first priority should be to get to a place of safety. He or she should then obtain necessary medical treatment. The department of public safety strongly advocates that a victims/survivors report the incident in a timely manner. The victim may request an advocate to assist them in reporting the incident to public safety or law enforcement. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a public safety officer and/or to a student life representative. Filing a report with public

safety will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a survivor has access to the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Assure the survivor has access to counseling resources

When a domestic or dating violence, stalking, or sexual assault victim/survivor contacts the department of public safety, the Hannibal Police Department will be notified of the incident as well as a representative from student life and the Title IX Coordinator. Regardless of how a report is made, the University wants to ensure that all incidents are reported promptly so that an investigation can be conducted immediately and evidence preserved. The victim/survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Judicial Officer, or only the latter. A University representative from the department of public safety, student life, or the University Title IX Coordinator will guide the survivor through the available options and support the survivor in his or her decision. Information in regards to Missouri Criminal Code definition is located at the end of this report.

Hannibal-LaGrange University encourages victims of domestic or dating violence, stalking, or sexual violence to talk to somebody about what happened so he or she can get the support he or she needs, and so the University can respond appropriately.

- The University has defined a Campus Security Authority (CSA) as Administrators, Dean of Students, Athletic Director, all Public Safety employees, Building Monitors, Resident Directors, Resident Advisors, Student Activity Director, Coaches, Athletic Trainers, Advisors to Clubs and Organizations, and Ombudsman. A report to a CSA constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

HLGU Public Safety has primary responsibility for the investigation and documentation of all domestic or dating violence, stalking, or sexual violence occurring on university property. To report domestic or dating violence, stalking, or sexual assault, victims/survivors are encouraged to immediately contact:

- 911 to obtain immediate police assistance or emergency medical care
- Public Safety at 573-248-6268
- Office of Student Life 573-629-3099
- Title IX Coordinator 573-629-3058
- Campus Security Authority (CSA)

The victim/survivor will be advised of the HLGU employee's reporting requirement so statistical data can be collected by public safety as required by law. It is **mandatory** that upon receiving the information on a sexual assault the responsible employee must report the incident to the director of public safety. A "**Confidential Reporting Form**" will be completed at the time information was received and forwarded to public safety regardless of whether the victim/survivor wishes to proceed with any further action. The information will be reviewed to determine if a timely warning needs to be issued for the safety of the campus community.

## Reporting and Confidentially Disclosing Violence Options

Privileged and Confidential Communications - Professional and Pastoral Counselors.

Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the University community are not required to report any information about an incident to the Title IX coordinator without a survivor's permission.

NOTE: While professional and non-professional counselors and advocates may maintain a victim's confidentiality in regard to the University, they may have reporting or other obligations under state law. If the University determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the advocate may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### Reporting to HLGU Employees

Designated University employees are considered by the Institution to have the duty to report incidents of sexual violence or other student misconduct. When a survivor tells a CSA or responsible employee about an incident of domestic or dating violence, stalking, or sexual violence, the survivor has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Designated HLGU employees must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the survivor and that the University will need to determine what happened, including the names of the victim/survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.



To the extent possible, information reported to an HLGU employee will be shared only with people responsible for handling the University's response to the report. A CSA should not share information with law enforcement without the survivor's consent unless the victim/survivor has already reported the incident to law enforcement.

Before a survivor reveals any information to a CSA or responsible employee, the employee must ensure that the survivor understands the employee's reporting obligations and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources. If the survivor wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the survivor that the University will consider the request but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the Title IX coordinator of the survivor's request for confidentiality.

The CSA or responsible employee will not pressure a survivor to request confidentiality, but will honor and support the survivor's wishes, including requesting the University to fully investigate an incident. By the same token, responsible employees will not pressure a victim/survivor to make a full report if the survivor is not ready.

## **Requesting Confidentiality from the University: How the University will weigh the Request and Respond.**

If a survivor discloses an incident to a CSA but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

If the University honors the request for confidentiality, a victim/survivor must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the University may not be able to honor a survivor's request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual to evaluate requests for confidentiality once an HLGU employee is on notice of alleged sexual violence: Hannibal-LaGrange University President.

When weighing a survivor's request for confidentiality or that no investigation or discipline be pursued, the University President will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual or other violence, such as:
  - whether there have been other violence complaints about the same alleged perpetrator(s)
  - whether the alleged perpetrator(s) has/have a history of arrests or records from a prior school indicating a history of violence
  - whether the alleged perpetrator(s) threatened further violence against the victim or others
  - whether the violence was committed by multiple perpetrators.
- whether the violence was perpetrated with a weapon
- whether the victim is a minor
- whether the University possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence)
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group

The presence of one or more of these factors could lead the University to investigate, and if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the survivor's request for confidentiality.

If the University determines that it cannot maintain a survivor's confidentiality, the University will inform the survivor prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University will remain ever mindful of the survivor's well-being and will take ongoing steps to protect the survivor from retaliation or harm, and work with the survivor to create a safety plan. Retaliation against the survivor, whether by students or University employees, will not be tolerated. The University will also:

- Assist the victim/survivor in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these).
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests.
- Inform the survivor of the right to report a crime to campus or local law enforcement – and provide the victim/survivor with assistance if the victim/survivor wishes to do so.

The University may not require a victim to participate in any investigation or disciplinary proceeding.

Since the University is under a continuing obligation to address the issue of sexual violence campus wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the University determines that it can respect a survivor's request for confidentiality, the University will also take immediate action as necessary to protect and assist the victim/survivor.

## Anonymous Reporting

Although the University encourages victims/survivors to talk to someone, the University provides online anonymous reporting at [Silent Witness Reporting](#). However, this type of report severely hampers an investigation into the incident.

## Off-campus Counselors and Advocates

Off-campus counselors, advocates, and healthcare providers will also generally maintain confidentiality and not share information with the University unless the victim requests the disclosure and signs a consent or waiver form.



NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality, they may have reporting or other obligations under state law.

For more information on HLGU's confidentiality policy, consult the [Student Handbook](#) handbook or employee handbook.

## Support and Referral

The office of student life and office of human resources offer victims crisis intervention, support and referral. Options and service will be discussed with the accused perpetrator(s) if known to be a resident

student or an employee and if warranted. Immediate needs of the student or employee will be ascertained, and appropriate referrals made. It is the policy of Hannibal-LaGrange University that victims/survivors will receive assistance that is non-blaming and non-judgmental. Follow-up support will be provided in a manner that protects the victim/survivor's privacy and dignity. Rumor control will be managed by the staff, and support/referral may be offered to friends and significant other(s) of the victim/survivor. Public safety will assist the survivor in developing a personal safety plan if requested.

The goal of all information and referral is to help the victim/survivor take back control and to provide support services to both the victim/survivor and the accused perpetrator(s). The office of student life or human resources will explain and provide written notification to the student/employee of his or her rights and options both on and off campus regarding medical treatment, psychological services, information on academic, housing, transportation, work environment, law enforcement, student judicial, visa and immigration assistance, student financial aid, and protective safety matters. This assistance will be made available to the victim whether he/she wishes to report the violence to public safety or local police and even if the violence occurred off campus. The staff member will also encourage the victim/survivor to seek counseling, medical attention (immediate appointments or appointments for the next working day can be arranged, if necessary), and consider filing an official police report. All final choices of the student will be supported, and information for future referral will be provided in writing. Uniformity, consistency, and continuity are essential in the treatment of violence victim/survivor and accused perpetrator(s). These concepts are incorporated into the residence life policy on violence to assure a consistent and comprehensive message, and to assure that the victim/survivor and accused receive the exact same accurate information from the various departments involved in the case. When the office of student life or human resources is the entrance point into the response system, the staff will adhere to the guidelines of HLGU. In such a case, the staff will provide information and support the choices of the victim/survivor (including decisions to take no actions at the present time) while facilitating referral and assistance.

Avenues Shelter Domestic and Sexual Violence Advocacy Center .....	800-678-7713
Family Resource Center.....	573-221-7027
National Sexual Assault Hotline .....	800-656-4673
HLGU Public Safety .....	573-248-6268
Hannibal Police Department .....	573-221-0987
Student Life.....	573-629-3026
Marion County Emergency Services .....	911
HLGU Title IX Coordinator .....	573-629-3058
HLGU Financial Aid .....	573-629-3280

## BYSTANDER INTERVENTION INFORMATION

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

- 1. Notice the Incident** - Bystanders first must notice the incident taking place.
- 2. Interpret incident as emergency** - Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance. If people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- 3. Assume Responsibility** - Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present,



responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.

**4. Decide How to Respond Appropriately** - Once you have decided to act, you want to consider the best way to safely intervene.

Some of the options include:

**1. Directly responding** - You take responsibility as the person intervening and you confront the situation directly.

**2. Distraction** - You use distraction to redirect the focus somewhere else.

**3. Delegate** - You ask someone else to intervene, be it the police, security, or someone else.

This might include delegating to:

- HLGU Employees
- Supervisors Colleagues/Other Students
- Human Resources, Public Safety, External Police/9-1-1
- Local Domestic Violence Center Hotline or website resources

**5. Take Action**

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

## **WARNING SIGNS OF AN ABUSIVE PERSON**

This is a list of behaviors that are seen in people who abuse their partners. The first four behaviors (past abuse, threats of violence, breaking objects, and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

- **Past abuse** - An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.
- **Threats of violence or abuse** - Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying, "Everybody talks like that."
- **Breaking objects** - An abuser may break things, beat on tables or walls, or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

- **Use of force during an argument** - An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."
- **Jealousy** - An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly, or monitor the victim's activities.
- **Controlling behavior** - An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.
- **Quick involvement** - An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as, "You're the only person I could ever love."
- **Unrealistic expectations** - The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."
- **Isolation** - The abuser will attempt to diminish and destroy the victim's support system. If a female victim has male friends, she is accused of being a "whore." If she has female friends, she is accused of being a "lesbian." If she is close to her family, she is accused of being "tied to the apron strings." The abuser will accuse people who are close to the victim of "causing trouble."
- **Blames others for problems** - Abusers will rarely admit to the part they play in causing a problem. She will blame the victim for almost anything that goes wrong.
- **Blames others for their feelings** - An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.
- **Hypersensitivity** - An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.
- **Cruelty to animals or children** - An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.
- **"Playful" use of force during sex** - The abuser may like to hold the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.

- **Rigid sex roles** - Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.
- **Jekyll-and-Hyde personality** - Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

*Adapted from Wilson, K.J. When Violence Begins at Home: A Comprehensive Guide to Understanding and Ending Domestic Abuse. Alameda, CA: Hunter House Publishers, (1997).*

## **Help Reduce Your Risk and Avoid Potential Attacks**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting public safety and/or title IX coordinator for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider getting a *protective order* or stay away order
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

## **Sexual Assault Prevention (From RAINN - The Nation’s largest anti-sexual violence organization)**

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

## **Traveling around campus (walking)**

- Make sure your cell phone is easily accessible and fully charged
- Be aware of open buildings where you can use a phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area

- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain with a small flashlight.
- If walking feels unsafe, call public safety, 573-248-6268.

### **Tips for intervening in a situation potentially involving sexual assault, relationship violence, or stalking:**

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police



### **Response to Report of Violence**

Except in the case of emergency medical treatment, the staff member first arranges a time and place to meet with the victim/survivor. Make certain the selected location is confidential and safe for both parties. If the violence just happened, make sure that the accused perpetrator, if known, is absent from the scene. The staff member then establishes rapport and helps the victim/survivor to feel safe. Confidentiality of services is explained, noting that a “**Confidential Reporting Form**” will be filed with HLGU Public Safety. The student will be given the choice to inform public safety personally. Faculty or staff may not hold the report totally confidential at any level. It must be reported immediately to the director of public safety.

Communicate the importance of psychological support and be watchful for signs of extreme distress including suicide threats and difficulty controlling anger. Determine what support and/or assistance the victim/survivor requires, remembering that counseling services have the expertise to assist violence victims. Remember to provide the victim/survivor with the campus resources pamphlets which contain valuable information and referrals

The victim should be made as comfortable as possible. At the same time, if the violence just occurred and suspect information is available, this information should be immediately communicated to public safety and surrounding police agencies as soon as possible.

1. The extent of any injury to the victim/survivor must be determined immediately. If the injury requires immediate medical attention, the victim/survivor shall be, if at all possible, transported via ambulance to Hannibal Regional Hospital ER. (Public safety department may, if needed, provide transportation to the designated medical facility, with no less than two HLGU staff members, one of which should be of the same sex if possible.) The attending medical staff shall be informed of the pending investigation and that it may be necessary to gather, record, and preserve physical evidence. Hannibal Regional Hospital ER has on hand rape investigation kits and trained sexual assault nurses available to perform the examination.

Medical attention for a sexual assault victim/survivor is vital for detecting and treating a range of medical concerns/ injuries. It is important to note that when an assault has occurred within 72 hours of disclosure, it is essential that the victim/survivor be aware of the option for emergency medical care and/or collection of evidence (to assist in judicial procedures), and a prophylactic check for STDs resulting from the assault.

2. The director of public safety (or assigned officer) will investigate the violence and (as necessary) assist the Hannibal Police Department to properly identify, collect and preserve evidence.

3. The officer shall notify hospital personnel that a patient/victim is about to be transported, which will allow them sufficient time to prepare for the victim's arrival at the hospital. The patient/victim will, at all times, be treated with special attention to their rights and will be treated with respect, regardless of their choice for or against the collection of evidence.

4. The officer shall ensure that contact has been made with the office of student life so the victim may receive assistance in contacting a sexual assault victim/survivor advocate/support counselor and Title IX to assist the victim/survivor through the requisite interviews and (if necessary) to accompany the victim to the hospital for medical treatment or an evidentiary examination.

5. The officer shall notify the victim/survivor that excluding the initial on-scene interview and with certain exceptions, he/she has the right to have a sexual assault victim counselor and a support person of the his/her choosing present during a law enforcement interview and any medical evidentiary examination.

6. For the safety and well-being of the victim/survivor, they can request a change in housing assignment, work schedule, altering of academic schedules, to withdraw from or retake a class without penalty, and access to academic support. When applicable by Missouri statutes the victim may apply through the court for an order of protection

## **FACULTY/STAFF**

When a faculty/staff member is the first contact into the response protocol, the individual faculty/staff member will adhere to the guidelines of this protocol. The individual faculty/staff member shall provide information and support the choices of the victim/survivor (including the decision to take no action) while facilitating referrals and assistance to all involved parties in a confidential manner. Some victims/survivors will seek immediate care, while others will not seek help for some time. In any case, the violence



victim is to be offered consistent and appropriate care. Faculty/staff response to a sexual assault victim includes one basic area referral. The goal of all referrals is to return control to the victim/survivor and to give him/her adequate information about available services and options. The faculty/staff member will encourage the victim/survivor to contact the department of public safety and facilitate such a meeting if necessary. It is mandatory that upon receiving the information on a sexual assault, the faculty/staff member must complete a sexual assault report form and forward it to public safety regardless of the victim's choice for or against proceeding with any further action.

## **Campus Alert Notifications**

Incidents which pose a threat to the campus community will be brought to the attention of the HLGU campus community through the distribution of a timely warning. When the HLGU Public Safety Department or Executive Cabinet determines that the report of a sexual assault represents a potential danger to the campus community, a timely warning shall be distributed by (at least) the first workday following the incident. While respecting the victim's right to anonymity, the timely warning will be distributed campus wide in order to inform, educate, and protect members of the campus community. The following shall be included in all bulletins: "It is the responsibility of those receiving this bulletin to immediately disseminate the information by making sufficient copies of the bulletin and posting same in campus areas under their control."

## **Orders of Protection**

Missouri law allows a victim to file for a restraining order through the Circuit Court if they are victims of stalking, harassment, coercion, or other forms of personal abuse. The court clerks will explain how to file all of these necessary forms and documents. In addition, most counties have victim advocates to assist you in the process for filing for an order of protection, and they may even go with you to court. You are not required to have an attorney file a petition but can seek assistance from one if you so choose. The order forbids and makes it a crime for the accused to continue the abusive behavior. The clerk will contact you and let you know what action was taken. You may be asked to testify at a hearing at some point during the process. An order of protection can be issued regardless of whether the victim wishes to seek prosecution or not. DPS will provide additional information on protection orders.

DPS officers who are commissioned as campus police have full arrest authority and shall enforce any violation of an ex parte order of protection or full order of protection by a respondent in the same manner as any police officer in any jurisdiction. Non-commissioned DPS officers will contact local law enforcement for action. If any student or employee obtains an order of protection from Missouri or any other state, he/she should provide a copy to DPS and/or the Title IX Coordinator. Depending on conditions specified in the order, the University may make arrangements with both parties that permit access to classrooms, library, the cafeteria, and/or any other public places. These arrangements shall be made to ensure normal access to public areas that do not violate the terms and conditions of the order of protection under normal day-to-day activities.

Orders of protection can be obtained from the Marion County Circuit Court.

906 Broadway, Hannibal MO 573-221-0198

100 South Main, Palmyra, MO 573-221-0198

### **Counseling and support services outside the University:**

Avenues Shelter Domestic and Sexual Violence Advocacy Center .... 800-678-7713  
Family Resource Center..... 573-221-7027  
National Sexual Assault Hotline ..... 800-656-4673  
Hannibal Police Department ..... 573-221-0987  
Student Life..... 573-629-3026

**Sexual Assault Procedure:** In the event of a sexual assault, the victim/survivor should be aware of the following procedures:

- Report the incident to the following:
  - Hannibal Police Department, 777 Broadway, Hannibal, MO 573-221-0987
  - HLGU Public Safety 573-248-6268
  - A victim/survivor that is a student should inform a member of the student life staff.
  - Employees should inform an administrator, Title IX coordinator, or the director of public safety.
- Seek medical assistance
  - Ambulance 573-221-5000
  - Hannibal Regional Hospital 573-221-1491
- Consider the importance of preserving evidence. Do not shower.
- Seek counseling
- Consider pressing charges
- If the accused is a student, disciplinary actions may also be taken by the institution at the appropriate time with both the accused and the accuser informed of the outcome.
- Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the dean of students.
- The accuser and accused are entitled to the same opportunities to have others present during a live hearing.
- Both the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).
- Refer to the student guidelines and expectation section of the handbook to learn about discipline and sanctions related to sexual assault.

*HLGU prohibits any retaliation by its employees, or students against anyone who exercises their rights under the provisions of any state or federal laws or HLGU policies.*



**Dating or Domestic Violence, Stalking, or Sexual Offenses and Sanctions:**

A case referred to the Hannibal-LaGrange University Disciplinary Committee may result in the perpetrator being suspended from the University. More than one sanction may be recommended/imposed for any single violation when deemed appropriate by the judicial officer or disciplinary committee. All disciplinary sanctions are noted in the student's non-academic student file and are kept for a period of three years after they leave the university. Records of suspended students are kept indefinitely. Sanctions may include: residence hall transfer or suspension, interim suspension, long-term suspension, or permanent suspension.

**Discipline Procedure: Student**

Hannibal-LaGrange University's behavior guidelines and expectations are meant to reflect Christian values. Like any community, there are certain standards, requirements, and responsibilities that help secure a safe environment that coincides with HLGU's mission. Students, by virtue of their enrollment, are seen as members of the community and are expected to accept and live in accordance with HLGU's guidelines and expectations. Employees of Hannibal-LaGrange University are completely committed to a high standard of fairness, excellence, and integrity. For this reason, once an HLGU employee has witnessed a violation and issued a statement, the burden of proof falls on the student to prove his or her innocence. Students who choose to disregard these guidelines and expectations are subject to disciplinary action. Hannibal-LaGrange University is a caring school that promotes Christ-like forgiveness, grace, and truth. Students are held responsible for their actions that conflict with HLGU's community expectations.

Discipline is intended to serve the following purposes:

- To protect and encourage a culture on campus that honors God
- To uphold University guidelines and expectations
- To promote personal responsibility
- To be educative in redirecting student behavior

Disciplinary matters involving students' sexual assault, domestic violence, dating violence and stalking will be addressed in the following categorical manner as well as disciplinary matters involving students both on and off campus will be addressed in the following categorical manner:

**Minor offenses** (including alleged violations of non-suspendable offenses) will be referred to the resident director, and or the judicial officer (associate dean of men). The dean of students will have the final appeal for all minor offenses.

**Major offenses** (including alleged violations of any potentially suspendable offense) are reviewed by a judicial officer, and/or the discipline committee. The dean of students serves as the next level of appeal for major violations.

The following procedural process is applicable in cases resulting in official disciplinary action:

- Notice will be provided to the student charged with an alleged violation of student conduct policy.
- Following notification, the charged student will be granted a live hearing.

- Both the complainant and the accused are allowed to have an advisor of their choice with them during all phases of the process if they wish.

Following the hearing, the charged student will be informed of the outcome, including any imposed sanction(s).

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, stalking, domestic violence, or dating violence are detailed in the [Student Handbook](#). Disciplinary proceedings will be based on the preponderance of evidence standard.

### **Steps/Anticipated Timelines for Discipline**

Within two (2) business days of the infraction, the accused student will meet with the director of student life.

In the case of a minor infraction, within two (2) business days of the hearing, the accused will be issued the consequence. In the case of a major infraction, investigation time may vary due to the severity of the incident and circumstances. Therefore, within 30 days of the hearing the accused will be issued the consequence. The consequence will be in writing and the student will sign the letter to state their understanding.

The accused may appeal (see Appeal Policy) within 5 business days of the consequence issuance date.

### **Discipline Committee**

The consequence of major infractions will be decided upon by the office of student life. When unusual circumstances call for an independent perspective, the dean of students may choose to assemble the discipline committee. The function of this council is to serve as an advisory committee to the dean of students in regards to major violations.

### **Disciplinary Appeals**

Major and minor violations:

The dean of students serves as the first level of appeal for major and minor violations. Notify the director of student life in writing within 5 business days of consequence issuance date. The letter should include:

- name and Student ID number
- date of the infraction in question
- student's synopsis of the infraction
- reason for appeal/complaint

Response (Dean of Students)

- Student contacted by the dean of students within 3 business days of receiving the appeal.
- The discipline committee has 5 business days to meet on the appeal. The dean of students will present the appeal.

- The student's written appeal will be considered the student's representation at the appeals meeting. Only the committee may request the student's physical presence.
- Student is notified of the outcome/response in writing by the dean of students.

**Sanctions:** The following examples represent the types of discipline that may be imposed. One or more sanctions may be imposed for a particular violation.

### **Official Reprimand**

- Suspended Fines
- Disciplinary Probation
- Probation with Suspended Imposition of Sentence
- Denial of Privilege to Re-enroll
- Suspension with Suspended Imposition of Sentence
- Suspension
- Dismissal
- Institutional Scholarships Probation
- Institutional Scholarships Suspension
- Removal from Campus Housing
- Restitution
- Community Service
- **Mentoring Restrictive Sanction:** If it is believed by the dean students that a certain restriction is an appropriate response to a violation, the student will be restricted accordingly for a specified period of time. Examples of restrictions that may be imposed include the following but are not limited to:
  1. Restricting participation in a particular activity or activities.
  2. Restricting the on-campus housing assignment (may require a housing adjustment).
  3. Restricting off-campus living privileges (may require the student to remain in campus housing for an extended period of time or move from an off-campus residence to campus housing).
  4. Restrictions in Internet usage.

### **Discipline Procedure: Employee**

As an HLGU faculty or staff member, employees are expected to accept certain responsibilities, follow acceptable principles in matters of conduct, and always exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, or HLGU or that might be viewed unfavorably by the university constituencies or by the public at large. Employee conduct reflects on HLGU; consequently, employees are encouraged to always observe the highest standards of professionalism.

Disciplinary matters involving employees' sexual assault, domestic violence, dating violence and stalking will be addressed in the Hannibal-LaGrange Employee Handbook as well as disciplinary matters involving students both on and off campus will also be addressed in the handbook.

The disciplinary process for employees is provided in the Hannibal-LaGrange Employee Handbook available in the office of human resources or online at [Employee Handbook](#).

Disciplinary Sanctions for Employees: Shall include an oral warning, a written reprimand, suspension, or termination and referral for prosecution (See the “Drug-Free Workplace Policy” located in the Hannibal-LaGrange University Employee Handbooks for more information). Any disciplinary sanction may include the completion of an appropriate rehabilitation or counseling program.

## **Filing a Disciplinary Complaint**

A disciplinary complaint may be filed with the office of student life or human resources, this complaint must be made in writing, include who is making the complaint, which the complaint is against, date of offense, and describe the complaint. The disciplinary process and investigation will be conducted in a prompt, fair, and impartial manner. University officials conducting the disciplinary process will receive annual training relating to domestic and dating violence, sexual assault, and stalking along with the hearing process, and how to conduct an investigation.

Disclosure of Disciplinary Action: When applicable by law, Hannibal-LaGrange University, upon request, discloses the results of a disciplinary proceeding for a violent crime or non-forcible sex offense to:

- the victim of the crime or offense
- OR, the next of kin, if the victim is deceased.

## **Missouri Sex Offender Registry:**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, Hannibal-LaGrange University is providing a link to the Missouri Sex Offenders Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Revised Statutes of Missouri, Chapter 589 Sections 400 to 425 and 43.650, RSMo. Mandate that the Missouri State Highway Patrol shall maintain a sex offender database and a website on the Internet that is accessible to the public. Additional information and verification may be obtained from the chief law enforcement official (Sheriff) of the county where the sex offender resides. The website is intended to supplement and complement the sex offender registries maintained by the various counties.

The information on the website refers only to persons who have been convicted of, found guilty of, or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual. Offenders are required to register for crimes of kidnapping. Felonious restraint or child abuse may not be listed on this website. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

HLGU policy requires the accuser and the accused will receive simultaneous written notice of:

- ✓ the outcome of the disciplinary hearing
- ✓ the institution’s appeal procedures
- ✓ any changes to the results before the results are final
- ✓ notice of when the results become final

## Missouri Sex Offenders Registry:

Information regarding registered sex offenders in Missouri can be found at:

[Missouri Sex Offenders Registry](#)

### Missouri Sexual Assault Offenses Table

CHARGE	ACT	OTHER ELEMENTS	PRISON TERM	STATUTE
<b>Rape 1<sup>st</sup> Degree</b>	Sexual intercourse	Incapable/lack capacity for consent, or by the use of forcible compulsion	5 years – life without parole (30 years)	<a href="#">566.030</a>
<b>Rape 2<sup>nd</sup> Degree</b>	Sexual intercourse	Without Consent	Up to 7 years, C/Felony	<a href="#">566.031</a>
<b>Statutory Rape 1<sup>st</sup> Degree</b>	Sexual intercourse	Intercourse with someone under 14	5 years – life (30 years)	<a href="#">566.032</a>
<b>Statutory Rape 2<sup>nd</sup> Degree</b>	Sexual intercourse	21 + having intercourse with someone under 17	Up to 7 years, C/Felony	<a href="#">566.034</a>
<b>Sodomy 1<sup>st</sup> Degree</b>	Deviate sexual intercourse	Incapable/lack capacity for consent, or by the use of forcible compulsion	5 years - life without parole for (natural life)	<a href="#">566.060</a>
<b>Sodomy 2<sup>nd</sup> Degree (Deviate Sexual Assault)</b>	Deviate sexual intercourse	Without consent	Up to 7 years, C/Felony	<a href="#">566.061</a>
<b>Stat. Sodomy 1<sup>st</sup> Degree</b>	Deviate sexual intercourse	Intercourse with someone under 14	5 years – life (30 years)	<a href="#">566.062</a>
<b>Stat. Sodomy 2<sup>nd</sup> Degree</b>	Deviate sexual intercourse	21 + having intercourse with someone under 17	Up to 7 years, C/Felony	<a href="#">566.064</a>
<b>Sexual Misconduct, 1<sup>st</sup> degree* (non-clery crime)</b>	Genital exposure, sexual contact in the presence of others, sex in public	Knowledge that this was likely to cause affront or alarm	6 months – 1 year, A/B misdemeanor	<a href="#">566.093</a>
<b>Sexual Misconduct, 2<sup>nd</sup> degree* (non-clery crime)</b>	solicits or requests another person to engage in sexual conduct	Knowledge that this was likely to cause affront or alarm	15 days, C/misdemeanor	<a href="#">566.095</a>
<b>Sexual Abuse 1<sup>st</sup> degree*</b>	Sexual contact	Incapable/lack capacity for consent, or by the use of forcible compulsion	7 – 15 years, (B/C)/Felony	<a href="#">566.100</a>
<b>Sexual Abuse 2<sup>nd</sup> degree*</b>	Sexual contact	Without consent	1 – 4 years, A/misdemeanor–D/Felony	<a href="#">566.101</a>
<b>Child Molestation 2<sup>nd</sup> degree</b>	Sexual contact	With someone under the age of 17 ( <i>with or without consent</i> )	Up to 1 or 4 years, A/misdemeanor–D/Felony	<a href="#">566.068</a>
<b>Incest</b>	Marry or attempt to marry, sexual inter. or deviate sexual intercourse	Relative (Siblings, ancestors, & adopted children..etc..)	Up to 4 years, D/Felony	<a href="#">568.020</a>

***A conviction on the attempt of the crimes listed above carry the same penalties as a completed crime of the same category.***

[Revised Statutes of Missouri \(RSMo.\)](#) for definition of applicable terms

## Other Missouri VAWA Related Offenses Table

CHARGE	ACT	OTHER ELEMENTS	PRISON TERM	STATUTE
<b>Domestic Assault 1<sup>st</sup> Degree</b>	Attempt to kill, or cause serious injury	Knowing causes injury	5 years – life (30 years), A/B Felony	<a href="#">565.072</a>
<b>Domestic Assault 2<sup>nd</sup> Degree</b>	Attempt to kill, or cause serious injury	Recklessly causes injury	Up to 7 years, C/Felony	<a href="#">565.073</a>
<b>Domestic Assault 3<sup>rd</sup> Degree</b>	Attempt to cause serious injury	Recklessly causes injury	1 – 4 years, A/misdemeanor–D/Felony	<a href="#">565.074</a>
<b>Harassment</b>	Communicates a threat	Frightens, intimidates, or causes emotional distress	1 – 4 years, A/misdemeanor–D/Felony	<a href="#">565.090</a>
<b>Stalking</b>	Communicates a credible threat	Multiple incidents of harassment	1 – 4 years, A/misdemeanor–D/Felony	<a href="#">565.225</a>
<b>Aggravated Stalking</b>	Communicates a credible threat	Multiple incidents of stalking	4 – 7 years, (C/D)/Felony	<a href="#">565.225</a>
<b>Invasion of Privacy 1<sup>st</sup> Degree</b>	Knowingly photographs or films another person (full/partial/nudity)	Without consent person subsequently distributes media in a manner that allows access to that image via a computer or other methods	Up to 4 years, D/Felony	<a href="#">565.252</a>
<b>Invasion of Privacy 2<sup>nd</sup> Degree</b>	Knowingly photographs, films, or views another person (full/partial/nudity)	Without consent Using hidden camera to view undergarments	1 – 7 years, A/misdemeanor – C/Felony	<a href="#">565.252</a>

## Classification of Missouri Penalties and Fines for Offenses 2016 Missouri Penalties and Fines for Offenses

Felony Class	Penalties (Years of imprisonment <a href="#">558.011 RSMo.</a> )	Fines ( <a href="#">560.011 RSMo.</a> )
	10 – 30, or life	-
B	5 - 15	-
C	Up to 7	Up to \$5,000
D	Up to 4	Up to \$5,000
Misdemeanor Class	Penalties (Term of imprisonment <a href="#">558.011 RSMo.</a> )	Fines ( <a href="#">560.011 RSMo.</a> )
A	Up to 1 year	\$1,000
B	Up to 6 month	\$500
C	Up to 15 days	\$300
Infraction	-	\$200

## MISSOURI DEFINITION OF SPECIFIC TERMS

(See [556.061](#) and [562.016](#) RSMo. for definition of applicable terms noted below)

- **"Consent"**: consent or lack of consent may be expressed or implied.  
Assent does not constitute consent if:
  - (A) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
  - (B) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
  - (C) It is induced by force, duress or deception;
- **"Criminal negligence"**, failure to be aware of a substantial and unjustifiable risk that circumstances exist or a result will follow, and such failure constitutes a gross deviation from the standard of care which a reasonable person would exercise in the situation;
- **"Forcible compulsion"** either:
  - (A) Physical force that overcomes reasonable resistance; or
  - (B) A threat, express or implied, that places a person in reasonable fear of death, serious physical injury or kidnapping of such person or another person;
- **"Knowingly"**, when used with respect to:
  - (A) Conduct or attendant circumstances, means a person is aware of the nature of his or her conduct or that those circumstances exist; or
  - (B) A result of conduct, means a person is aware that his or her conduct is practically certain to cause that result;
- **"Purposely"**, when used with respect to a person's conduct or to a result thereof, means when it is his or her conscious object to engage in that conduct or to cause that result;
- **"Recklessly"**, consciously disregarding a substantial and unjustifiable risk that circumstances exist or that a result will follow, and such disregard constitutes a gross deviation from the standard of care which a reasonable person would exercise in the situation;

(See [566.010](#) RSMo. for definition of applicable terms for Sex Offenses)

- **"Deviate sexual intercourse"**, any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person or a sexual act involving the penetration, however slight, of the male or female sex organ or the anus by a finger, instrument or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim;
- **"Sexual conduct"**, sexual intercourse, deviate sexual intercourse or sexual contact;
- **"Sexual contact"**, any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing, for the purpose of arousing or gratifying sexual desire of any person;
- **"Sexual intercourse"**, any penetration, however slight, of the female sex organ by the male sex organ, whether or not an emission results.

(See [565.225](#) RSMo. for definition of applicable terms for Stalking)

- **"Course of conduct"**, a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;



- **"Credible threat"**, a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606 kept at HCS HB 1562 such person's residence or on such person's property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person's family, or the person's household members or domestic animals or livestock as defined in section 276.606 kept 13 at such person's residence or on such person's property
- **"Harasses"**, to engage in a course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

**Missing Student Notification Policy:** In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Hannibal-LaGrange University Department of Public Safety to investigate any report of a missing student who resides on campus at HLGU. This policy establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

- A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason.
- Anyone who suspects or confirms another person to be missing for 24 hours should immediately contact public safety which shall investigate each report and contact the dean of students. Public safety will determine whether a student is missing in accordance with this policy.
- The dean of students shall notify the associate dean of men and the HLGU President.
- Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the University not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by HLGU.
- Each student living in an on campus student housing facility has the option to register confidential contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- If a missing student is under 18 years of age, and not an emancipated individual, the University is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by public safety that the student is missing.
- HLGU's public safety will also notify the Hannibal Police Department no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.
- If public safety has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution will initiate the emergency contact procedures in accordance with the student's designation.

The dean of students shall have the responsibility to make the provisions of this policy and the procedures available to students.

## Emergency Contact Information:

Students residing on campus shall be given the opportunity to identify and register a confidential contact person or persons to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students residing on campus will have the opportunity to complete the Student Health Form when they move into campus housing, or by contacting the office of student life in the Carroll Mission Center. Emergency contact information is maintained by the office student life. It is the responsibility of the student to update any changes to contact information.

## Fire Safety Report 2022

**Housing Fire Safety Equipment:** All housing is equipped with fire extinguishers and smoke detectors. In addition, Lewis & Brown Hall, Fletcher Hall North, Fletcher Hall South, and Crouch Hall are equipped with fire suppression systems. Lewis & Brown Hall, Fletcher Hall North, Fletcher Hall South, Crouch Hall, Nunn Cook Hall, Pulliam Hall, Kleckner Hall are monitored 24/7/365 by an outside agency.

Fire extinguishers are centrally located in kitchens and hallways. Smoke detectors and fire extinguishers are inspected annually. Evacuation routes and gathering points are posted in all on-campus facilities.



**Fire Safety Education and Training:** The University will conduct at least one fire drill each semester in residential halls. All residents must comply with the directions of the drills. Procedures will be posted in each residence hall or instructed by a residence life staff member. These drills may be scheduled or unscheduled.

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of the fall semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire, and distribute information on the University's fire safety policies. Evacuation maps of each on-campus facility that illustrate evacuation routes and fire alarm equipment locations are posted at entrances/exits of buildings. Emergency Evacuation Guides are also given to students which outline evacuation and emergency response to critical incidents which may occur on campus. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are taught by local fire authorities as well as the student Life and public safety departments throughout the year.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the resident director (RD) or assistant (RA) has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.



**Evacuation Procedure for Campus Housing:** In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors, and activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact 911 and the department of public safety. Students and/or staff are informed where to relocate by staff if circumstance

#### Evacuation Procedures:

If public safety or other emergency personnel direct you to evacuate any University building:

- Walk—do not run—to the nearest exit.
- If you are on an upper floor, take the stairs. Do not use the elevators.
- Assist disabled or injured persons who are not able to leave the area quickly by themselves.
- Do not re-enter the buildings until you hear an “all clear” message or Public Safety officer or other emergency personnel advise you that it is safe to do so.
- Remain on campus until directed to leave. Ask your RD for further information.
- Stay away from any downed utility poles and lines.

warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**Electrical Devices and Open Flames:** The Office of Student Life or HLGU Public Safety performs resident hall health and safety (H&S) inspections throughout the year. Only the first inspection of the fall semester will be announced. All other inspections may be announced or unannounced. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Life guidelines in the HLGU [Student](#)

[Handbook](#) which includes the “Inspections of Property” section. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames such as candles, non-surge protected extension cords, halogen lamps, portable cooking appliances in non-kitchen areas, etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. If found, prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded without reimbursement.

**Fire Definition and Reporting:** For the purposes of fire safety reporting, a fire is; “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Per federal law, Hannibal-LaGrange University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the HLGU Public Safety Office may already be aware. If you find evidence of a fire or if you hear about such a fire, please contact the department of public safety (573) 248-6268, or HLGU Student Life Office (573) 629-3014, all known fires should be reported to HLGU’s Department of Public Safety as soon as possible.

**Plans for Future Improvements in Fire Safety:** The department of public safety, together with the physical plant and student life, monitors, analyzes, and makes recommendations for safety in campus housing. At this time there are no plans to make any improvements.



### Resident Housing Fire Safety Information

Building Name	Building Address	Monitoring Co. / Fire Alarm System	Fire Extinguishers	Evacuation Plans/Placard	Smoke Alarm	Fire Sprinkler	Electronic Access
Fletcher North	5416 Heimer Lane	Offsite/ Emergency 24	Yes	Yes	Yes	Yes	Yes
Fletcher South	5420 Heimer Lane	Offsite/ Emergency 24	Yes	Yes	Yes	Yes	Yes
Heimer Lane Quads	5404-08 Heimer Lane	In House	Yes	Yes	Yes	No	No
Lewis & Brown Hall	5312 Heimer Lane	Offsite/ Emergency 24	Yes	Yes	Yes	Yes	Yes
Nunn-Cook Hall	5211 Hut Green Drive	Shut Down for renovations.	Yes	Yes	Yes	No	Yes
Crouch Hall	5235 Hut Green Drive	In House	Yes	Yes	Yes	Yes	Yes
Kleckner Hall	3000 Muir Street	Offsite/ Emergency 24	Yes	Yes	Yes	No	Yes
Pulliam Hall	3004 Muir Street	Shut Down for renovations.	Yes	Yes	Yes	No	Yes

## Resident Housing Fire Safety Statistics

Building	2020			2021			2022		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Fletcher North	0	0	0	0	0	0	0	0	0
Fletcher South	0	0	0	0	0	0	0	0	0
Heimer Lane Quads	0	0	0	0	0	0	0	0	0
Lewis & Brown Hall	0	0	0	0	0	0	0	0	0
Nunn-Cook Hall	0	0	0	0	0	0	0	0	0
Crouch Hall	0	0	0	0	0	0	0	0	0
Kleckner Hall	0	0	0	0	0	0	0	0	0
Pulliam Hall	0	0	0	0	0	0	0	0	0
Mary Wiehe	0	0	0	0	0	0	0	0	0

### Severe Weather:

In May of 2013 the Hannibal area experienced a destructive storm which caused damage in several areas of the city. Hannibal-LaGrange was in a direct path of this storm system and experienced damage to several buildings. The storm produced straight line winds of 100+ mph which blew off a portion of the T.M. Mathews Science Building roof and caused extensive damage to the structure, resulting in its demolition. With God's grace there were no injuries reported due to the storm. Members of HLGU and the community were relieved to see the Trinity Tree stood undamaged after the storm with only a few small limbs coming out of the tree.

### MEDICAL RELATED EMERGENCY:

Such response could include Hannibal-LaGrange first responders or the department of public safety, the Hannibal Fire Department, or the Marion County Ambulance District.

### Tornado/Severe Weather Procedure:

- Stay calm. If outside, seek shelter inside the closest building. Ditches and low areas are best as a last resort if you are outdoors; cover your head if possible.
- The best shelter is in the lower levels of the building, interior hallways, restrooms, or small rooms away from windows.
- Avoid lobbies, large rooms, auditoriums, and gymnasiums.
- Monitor TV and radio or contact your RA or RD for additional information. Be aware of the Hannibal Tornado Alert sirens and act accordingly.
- Evacuate damaged buildings as soon as safe to do so. If evacuating the building, go to the assigned assembly point.

**Consumer Disclosures:** Below is a link to Hannibal-LaGrange University's Consumer Disclosure web page. [Consumer Disclosures](#)

**Student Handbook:** Hannibal-LaGrange University makes the student handbook available at the following site: [Student Handbook](#)

**Employee Handbook:** Hannibal-LaGrange University employees can obtain a copy of the HLGU Employee Handbook from the human resources office. [Employee Handbook](#)

**Title IX:** [Know Your Rights: Title IX](#)

## **Missouri Revised Statutes Definitions.**

455.010. As used in this chapter, unless the context clearly indicates otherwise, the following terms shall mean:

(1) “Abuse” includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

(a) “Assault”, purposely or knowingly placing or attempting to place another in fear of physical harm.

(b) “Battery”, purposely or knowingly causing physical harm to another with or without a deadly weapon.

(c) “Coercion”, compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage.

(d) “Harassment”, engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

a. Following another about in a public place or places.

b. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity.

(e) “Sexual assault”, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress.

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- (f) “Unlawful imprisonment”, holding, confining, detaining, or abducting another person against that person’s will.
- (2) “Adult”, any person seventeen years of age or older or otherwise emancipated.
- (3) “Child”, any person under seventeen years of age unless otherwise emancipated.
- (4) “Court”, the circuit or associate circuit judge or a family court commissioner.
- (5) “Domestic violence”, abuse or stalking committed by a family or household member, as such terms are defined in this section.
- (6) “Ex parte order of protection”, an order of protection issued by the court before the respondent has received notice of the petition or an opportunity to be heard on it;
- (7) “Family” or “household member”, spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;
- (8) “Full order of protection”, an order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard.
- (9) “Order of protection”, either an ex parte order of protection or a full order of protection.
- (10) “Pending”, exists or for which a hearing date has been set.
- (11) “Petitioner”, a family or household member who has been a victim of domestic violence, or any person who has been the victim of stalking, or a person filing on behalf of a child pursuant to section 455.503 who has filed a verified petition pursuant to the provisions of section 455.020 or section 455.505.
- (12) “Respondent”, the family or household member alleged to have committed an act of domestic violence, or person alleged to have committed an act of stalking, against whom a verified petition has been filed or a person served on behalf of a child pursuant to section 455.503.
- (13) “Stalking” is when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person’s situation to have been alarmed by the conduct. As used in this subdivision:
- (a) “Alarm” means to cause fear of danger of physical harm.
- (b) “Course of conduct” means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact; and
- (c) “Repeated” means two or more incidents evidencing a continuity of purpose.
- (14) “Consent” – consent or lack of consent may be expressed or implied. Assent does not constitute consent if:
- (a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor, OR



(b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense, OR

(c) It is induced by force, duress, or deception.

**Hate Crime:** A crime reported to local police agencies or to campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purpose of this section, the categories of bias include the victim's actual or perceived race, religion, gender identity, sexual orientation, ethnicity, national origin, and disability.

**The following definitions as defined by the "The Violence Against Women Act of 2013" as;**

**Dating Violence:** "violence committed by a person-

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

**Stalking:** "engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

**Domestic Violence:** a "felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under The Violence Against Women Act], or
- any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction."

**Bystander Intervention:** The bystander intervention model focuses on helping community members understand and become more sensitive to issues of sexual assault, domestic violence, dating violence, and stalking by teaching prevention and interruption skills. The bystander role includes interrupting situations that could lead to assault before it happens or during an incident; speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking; and having skills to be an effective and supportive ally to survivors.

**Primary Prevention Program:** Aims to prevent sexual assault from occurring. Successful primary prevention reduces both the incidence and prevalence of sexual violence. Examples of primary prevention include training and education programs such as bystander intervention.

**Intimidation:** means to make fearful or to put into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear.

**Retaliation:** Intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's informal or formal complaint or participation in a school or OCR investigation or proceedings related to sexual violence or other civil rights concerns. Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

**Hostile Environment:** Sexual harassment, including sexual violence, creates a hostile environment for a student when the conduct is sufficiently serious to limit or deny a student's ability to participate in or benefit from the school's educational program.

*This report is prepared and submitted by the Hannibal-LaGrange Department of Public Safety with the assistance of the Clery/VAWA Committee along with HLGU departments, and appropriate outside agencies as required by law. This report has been approved by the Hannibal-LaGrange University Executive Cabinet.*

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