



ANNUAL SECURITY REPORT

Greene County Career Center
Adult Education
532 Innovation Drive
Xenia, Ohio 45385
Tel. (937) 426-6636
www.greeneccc.com

July 2024 — June 2025

Greene County Career Center Adult Education

Annual Security Report September 2024

Introduction

The 2024 Annual Security Report is provided by **Greene County Career Center** in compliance with the 1998 Jeanne Clery Disclosure Act and the 2013 Campus SaVE Act (Violence Against Women Act). The report informs the campus community about important procedures, policies, crime prevention programs, and other campus statistics. An email is sent each year to all current students and staff advising them that the report can be accessed on the Greene County Career Center Website at: <http://www.greeneccc.com>. Hard copies of the report may be obtained from the Greene County Career Center's Adult Education Office or the Student Services Office in Greene County Career Center High School, or they can be printed from the website. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report. Compilation of information for the report, as well as criminal statistical data as required by the Act, is accomplished through cooperative efforts with the Superintendent's office, Adult Education Administration, and local law enforcement agencies. Criminal statistics for off-campus properties used by the school and public property that is adjacent to the school were obtained from the local law enforcement agencies.

Complaints and Reporting

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the Title IX Coordinator is listed below.

Brian McKnight, Title IX Coordinator
Greene County Career Center
532 Innovation Drive
Xenia, OH 45385
Phone: 937-372-6941, Ext. 1306
Email: bmcknight@greeneccc.com

Complaints and reports should be made as soon as possible after an incident. The Title IX Coordinator tracks all complaints and reports under this procedure.

Current campus policies regarding procedures and facilities for reporting on– and off-campus crimes and emergencies and Greene County Career Center, Adult Education’s response to such reports:

To report a crime: Contact: Bryan Cook., District Safety Officer
Phone: (937) 372-6941, ext. 1553
Email: bcook@greeneccc.com
In person: Greene County Career Center, Adult Criminal Justice Office.

All issues referred to Bryan Cook in this document may be referred instead to:
Mr. David Deskins, Superintendent, in the event of Commander Cook’s unavailability.
Phone: (937) 372-6941, ext. 1154
Email: ddeskins@greeneccc.com
In person: Greene County Career Center, Board Office

In the event of an emergency: Contact 9-1-1

Any suspicious activity or persons seen in the parking lots or loitering around vehicles or inside the Greene County Career Center (GCCC) Buildings should be reported to the Xenia Police Department at (937) 372-9901.

Other individuals who may receive a report of a crime: Any crime reports to the District Safety Officer is shared with the local law enforcement. A crime victim’s identity is a required component of this report; however, this identity will not be shared with anyone other than those charged with investigating and/or prosecuting the criminal action.

Timely Warnings:

In the event that a situation arises, either on campus or off, that, in the judgment of the District Safety Officer, constitutes an ongoing or continuing threat, a campus-wide “timely-warning” will be issued. The warning will be issued through a posting in area student lounges and via the GCCC email systems to all students, faculty and staff.

Anyone with information warranting a timely warning should report the circumstances to the District Safety Officer.

Voluntary Confidential Reporting:

If you are a victim of or witness to any crime on or near the GCCC Campus you are obligated to report the incident promptly to the District Safety Officer. Because the reports are public records under state law, the District Safety Officer cannot hold reports of crime in confidence. With such information, the school can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger.

Emergency Response and Evacuation Policy and Procedures

Students and employees of Greene County Career Center Adult Education are required to notify the campus security personnel of any significant emergency that may pose an immediate threat to the health or safety of students and/or employees on campus.

Security personnel at Greene County Career Center Campus include Mike Hild, Sr., District Safety Officer; Dr. Pamela Downing, Secondary Education Director; and David Deskins, Superintendent.

The Superintendent or designee will determine if a serious crime, natural disaster, or other emergency poses an immediate threat to the health and/or safety of students and/or employees. If there is such a threat, Greene County Career Center will immediately notify those who may be affected by the situation.

The Superintendent or designee will, without delay, determine the contents of the notification and who will be notified. If the Superintendent determines that immediate notification would significantly compromise the response or assistance efforts, the Superintendent may delay notification. In all other instances, the Superintendent or designee will immediately activate the notification system.

Greene County Career Center uses the following systems for communicating information quickly to the campus community: network email, public address system, website, and in-person notification. Some or all of these methods of communication may be used in the event of an immediate threat to students and/or employees.

Greene County Career Center will test the emergency response and evacuation procedures on at least an annual basis using announced or unannounced tests at Greene County Career Center Campus. For each test, the description of the exercise, date, time, and whether it was announced or not will be documented by the School Nurse/Safety Monitor. During such testing, Greene County Career Center will publicize its emergency response and evacuation procedures.

Weather and School Closing Policy:

Greene County Career Center follows clearly-defined procedures for deciding on school closing based weather conditions. These procedures are detailed in the Greene County Board of Education Policy Manual website: <http://www.neola.com/greeneco-oh/>

Tornado Information:

The Greene County Career Center Campus has posted in each classroom and public common areas the designated Tornado Safety Zone for that classroom or public common area. In the event of a tornado warning, all individuals currently in the buildings will be directed to the designated area for maximum protection. Individuals will be notified when it is safe to leave this zone.

Fire Safety:

In the event of a suspected or actual fire in the building, all individuals currently in the building will be directed to exit, closing doors behind them, and proceed to the designated area in the parking lots. Individuals should await the signal to return to the building or for dismissal.

Periodic fire and tornado safety drills take place at Greene County Career Center Campus without prior notice. A log of safety drills is maintained by the School Nurse/Safety Monitor.

Information regarding security of and access to campus facilities and safety issues in the facility's maintenance.

Greene County Career Center Adult Education will be open to students, employees, contractors and guests when classes are held. Normal business hours for Adult Education are:

Monday thru Friday:	7:30 a.m. to 4:00 p.m.
Selected Saturdays and Sundays when classes meet:	8:00 a.m. to 5:00 p.m.

During non-business hours, access to Greene County Career Center Campus is by key, if issued, or by admittance via the is monitored continuously by security video cameras.

Emergencies may necessitate changes or alterations to any posted schedules.

As Greene County Career Center has no residential facilities, we do not maintain a missing student notification policy, nor are we required to have separate policies regarding access to campus residences.

Greene County Career Center facility staff members maintain the security of the facility by clearing the pathways and parking lots of snow and debris, and monitoring the lighting of the parking lots.

Current law enforcement policies, including the authority of security personnel and policies encouraging the reporting of crimes.

Greene County Career Center Adult Education security personnel includes the Superintendent, and District Safety Officer. Greene County Career Center security personnel have the authority to detain and question an individual and to require his or her departure and/or exclusion from campus property. Greene County Career Center works cooperatively with the Xenia Police Department and, as necessary, with the Ohio State Highway Patrol. Greene County Career Center strongly encourages all students and employees to accurately and promptly report any suspected crime to security personnel and appropriate law enforcement agencies.

A description of the type and frequency of programs to inform the campus community about security and safety procedures.

On an annual basis, students and employees receive information regarding crime on campus; campus safety and security information and contacts; and crime prevention resources from the District Safety Officer. Periodically, crime awareness and prevention programs may be offered.

When time is of the essence, security information is released to the school community through security alerts posted prominently throughout the campus and through information sent over the Greene County Career Center electronic mail system and on the school's website: www.greeneccc.com.

Campus Safety and Security (Clery Act Disclosures)

The Campus Security Act requires all schools receiving certain federal funds to disclose campus crime statistics to employees, students, and potential students. Copies of this report are available in the Peace Officer Basic Training main office and on the website, www.greeneccc.com. These statistics reflect the Peace Officer Basic Training program although housed in the same building as the Greene County Career Center High School, but is totally separated for all program activities.

Criminal Offenses	FY24	FY23	FY22
Aggravate Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Murder/Non manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Motor vehicle theft	0	0	0
Robbery	0	0	0
Sex offenses: Forcible/Non Forcible	0	0	0
Disciplinary Actions	FY24	FY23	FY22
Drug abuse violation	0	0	0
Liquor law violation	0	0	0
Weapons possession	0	0	0
Arrests	FY24	FY23	FY22
Drug abuse violation	0	0	0
Liquor law violation	0	0	0
Weapons possession	0	0	0
Crimes of Prejudice	0	0	0
Violence Against Women	FY24	FY23	FY22
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0

Violence Against Women/Sexual Misconduct and Dating Violence

On July 1, 1997, a new law went into effect concerning Sex Offender Registration and Notification. Under that law, convicted sex offenders must register for a period of time with their local county sheriff's office. Sex offenders are classified as 1) sexually oriented offenders, 2) habitual sex offenders, and 3) sexual predators. The local Greene County Sheriff's office is required to notify various entities at Greene County Career Center (GCCC) when a sexual predator or a habitual sex offender, who the court determines is subject to community notification, moves into a specific geographical area.

The 2013 Campus SaVE Act mandates that Domestic Violence, Dating Violence and Stalking be added to the list of reportable crimes under the Clery Act starting with the 2015 Annual Security Report.

Policies and Procedures for Sex Offenses as Mandated by the Clery Act and Campus SaVE Act

The following sections include information on; Sexual Assault, Sexual Harassment and Title IX reporting; including the investigative and disciplinary processes.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

Definitions of Sexual Harassment

Sexual Harassment: As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility

Sexual Violence: Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Brian McKnight, Director of Secondary Education and
Jill Anon, Supervisor of Student Affairs

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

Complaint Procedures:

Reporting

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing, and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education's Office for Civil Rights.

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities pursuant to R.C. 2151.412. The Compliance Officer will oversee the District's investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

Confidentiality

The District respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

Investigation

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely that not that sexual violence occurred.

Timeline

The Compliance Officer/designee must contact the student within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

Interim Measures

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

Notice

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).

Remedies

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis:

- A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
- B. reviewing any disciplinary proceedings against the complainant;
- C. training or retraining employees;
- D. developing materials on sexual violence;
- E. conducting sexual violence prevention programs; and
- F. conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

Appeals Process

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation. The Board shall, within twenty (20) work days, conduct a hearing concerning the appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.

Retaliation

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

Training

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained how to conduct such investigations and respond properly to such charges.

Violence, Threats of Violence, Dangerous Behaviors

Any student that participates in violence, threats of violence or other dangerous behaviors such as inciting panic, fighting, misuse of equipment will not be tolerated at Greene County Career Center. Students have a right to a hostile-free environment. ***Students that engage in violence, threats of violence or dangerous behaviors will be dismissed from the program of study and may be referred to law enforcement.***

Greene County Career Center policy on the possession, use and sale of alcohol and illegal drugs.

The possession, sale, or the furnishing of alcohol or illegal drugs on campus is governed by Greene County Career Center Board of Education Policy and Ohio State Law. However, the enforcement of alcohol and illegal substance laws on campus is primarily the responsibility of the Greene County Sheriff Department.

Greene County Career Center has been designated “drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. It is also a violation of the Greene County Career Center Board of Education Policy for anyone to consume or possess alcohol in any public or private area of campus. Such laws are strictly enforced by Greene County Career Center and by the Greene County Sheriff Department. Violators may be subject to criminal prosecution, fines and imprisonment. In addition, organizations or groups violating the drug and alcohol policies or laws may be subject to sanctions by the school.

Drug and Alcohol Prevention Program

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements set forth in the Drug-Free Workplace Act of 1988.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District’s staff or students at any time while on District property or while involved in any Districted-related activity or event. Any staff member or student who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining Agreements.

The Superintendent or designee shall establish Administrative Guidelines that ensure compliance with this policy and that each staff member or student is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff or students and informed that compliance with this requirement is mandatory. Such Administrative Guidelines shall provide for appropriate disciplinary actions. If and when needed, which comply with applicable laws and the terms of any negotiated Agreement.

The Board recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of staff members or students. When appropriate, the Board may assist such employees or students in a manner recommended by appropriate specialist in the treatment of those illnesses.

A staff member or student having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members or students having any other illness. The responsibility to correct unsatisfactory job or educational performance or behavior resulting from a suspected health problem rests with the staff member or student. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.