

KANSAS CITY ART INSTITUTE

2018 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Kansas City Art Institute ("Institute") with information on: the Institute's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the Institute will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the Director of Safety & Security in cooperation with local law enforcement authorities and includes information provided by them as well as by the Institute's campus security authorities and various other elements of the Institute. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting the Department of Safety and Security, Vanderslice Hall (3rd Floor), 816-802-3399. This report can also be accessed by going to the KCAI webpage: <http://kcai.edu/campus-life/safety-security/>.

The Institute is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The Department of Safety and Security is responsible for campus safety at the Institute.

The Department of Safety and Security's jurisdiction covers all of the institution's property. The Department provides uniformed, unarmed protection 24 hours a day, 365 days a year. While the Department's officers do not have arrest authority, they are licensed under Missouri law as 'Class A, Unarmed' Patrol Agents. While they are on duty and on KCAI property, the officers are able to detain suspects/offenders committing felonies, misdemeanors or city ordinance violations in their presence, during an attempt to commit the same, or upon probable cause to believe an offense was committed. They may also be involved in the reporting and investigation of violations of institutional policy or allegations thereof.

This Department of Safety and Security is a roving patrol operation that can be contacted through two-way radio and phone communications. Even though the Living Center has access control; officers assigned to the Living Center monitor those persons entering the building and may request identification of students, faculty, staff and others.

What do the KCAI security officers do?

1. Patrol the campus grounds and buildings, checking for both security and safety hazards, including suspicious persons or activity.
2. Prepare written reports on all dispatched or self-initiated activities, ranging from minor reports of safety hazards to reports of criminal activity.
3. Provide escorts for students, staff and faculty within a three-block radius of the campus and parking areas 24/7.
4. Access control on buildings, checking them to make sure they are secure as well as locking and unlocking them per designated schedules or community request.
5. Enforcement of Institute Rules and Regulations for students, faculty and staff.
6. Act as a source of campus information for guests and visitors to the Institute.
7. Investigate criminal activity on campus and as requested by the administration.
8. Enforce parking rules and regulations.
9. Gather safety and security information for inclusion in this report.

While the Institute does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with the Kansas City Police Department (KCPD). KCPD is responsible for making arrests on the KCAI campus.

All crimes occurring on campus, on non-campus property owned by the Institute or on nearby public property should be reported immediately to the Department of Safety and Security (816-931-6666) or the Director of Security (816-802-3399). The department's office is on the 3rd Floor of Vanderslice Hall.

When to Contact Security

1. Whenever you need security service, i.e., escort, motorist assist (jump start or unlock), campus information, or any other service.
2. To report suspicious persons or activity or actual crimes that are occurring or have already occurred.
3. Call anytime; if Security does not have an answer for your question, they will try to find it for you, or refer you to another resource.
4. Crimes that occur on campus should be reported to the Campus Safety and Security Department as soon as possible.
5. Reporting crime to campus authorities is very important to your college and your fellow students. It not only helps colleges and local authorities apprehend those responsible, but also helps provide an accurate picture of the amount of crime on campus so it can be determined what additional steps may need to be taken.

Campus Security Authorities

The Institute also has designated other officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the Institute's annual report of crime statistics. The additional campus security authorities to whom the Institute would prefer that crimes be reported are as follows:

- Gina Golba (Dean of Student Affairs) at 816-802-3397
- Joe Timson (Assistant Dean of Student Affairs) at 816-802-3419

Reporting a Crime or Emergency

The Institute encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus, on other property owned by the Institute, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so. Such reports should be made as follows:

1. Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.
2. Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of Institute staff will assist a student in making the report to the police.

Anonymous incident reports can also be made. Students, Staff or Faculty may access a public-facing portal through the Department of Safety and Security incident reporting program and submit tips, etc.

Confidential Reporting

The Institute will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the Institute's Sexual Misconduct, Sex Discrimination, and Sexual Harassment Policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g. aggravated assault, burglary, etc.) who does not want to pursue action within the Institute disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. With the victim's permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the Institute take appropriate steps to ensure the future safety of the victim and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the Institute.

The Institute encourages its professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. The Institute does not have pastoral counselors.

Timely Warning

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Director of Security constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples would be a rash of motor vehicle thefts or sexual assaults in the area that merit a warning because they present a continuing threat to the campus community.

This warning will be communicated to students and employees via the following method(s):

Method	Sign-Up Instructions
Posting on KCAI websites (internet and intranet)	N/A
Posting hard copies in public areas	N/A
Email	N/A
Text messaging	https://artnet.kcai.edu/emergency_alert
Voice message distribution through KCAI phone system	N/A

Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to the Department of Safety and Security at 816-931-6666.

The Institute has communicated with local law enforcement asking them to notify the Institute if it receives reports or information warranting a timely warning.

Daily Log

The KCAI Safety and Security Department maintains a Daily Log of all crimes reported to the department. The Log lists the nature of the crime, the date and general location of the crime. Entries or updates are made within two business days, but may be withheld if the information is protected by statute, if there is a danger to the victim, or there is a need to keep the investigation confidential.

The Daily Log is open for public inspection at the Safety and Security Department’s office during normal business hours. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Clery Act will be retained for a period of five years following the publication of the last annual campus security report to which they apply.

Security of and Access to Campus Facilities

All academic buildings are secured during the evenings and weekends. Access to the buildings is only allowed for faculty/staff members and students who are accompanied by faculty/staff members or who have special permission from their department chair. The Student Living Center is equipped with a card access control system. The Department of Safety and Security patrols parking lots and surrounding areas. Security cameras are located on entry doors, parking lots and areas of key interest.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

Keys to the offices and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations in the Maintenance of Facilities

Security also is a consideration in maintaining campus facilities. Maintenance personnel regularly check to ensure pathways are well lighted and that egress lighting is working in hallways and stairwells. Safety and Security officers also flag any maintenance issues they notice during their patrols and inform maintenance personnel of those issues. Campus community members are encouraged to contact the Safety and Security Department of any maintenance issues that may cause security concerns (e.g., a broken lock, door or window that would allow easy access to a building by an unauthorized party).

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The Institute seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. A description of those programs and their frequency of presentation follows:

1. The primary means for providing this programming involves crime prevention programs and information at student orientations. These programs are based on the concepts of eliminating or minimizing criminal opportunities and encouraging students, faculty and staff to be responsible for their security and the safety of others.
2. The Office of Student Life, Campus Activities and Housing Coordinator, and the Department of Safety and Security sponsor programs on topics such as personal safety, crime prevention, etc. Information pertaining to safety and security matters is provided to students, faculty and staff through bulletins, newsletters and during orientation programs.
3. Specific examples of programming provided includes:
 - a. Student, faculty and staff training on: dealing with an armed intruder, campus safety and security, stress management, health and wellness, special personal safety training, fire extinguisher training.
 - b. Personal safety escort program.
 - c. Videos and trainings on drug and alcohol abuse.

4. The Department of Safety and Security also utilizes alert flyers, campus emails, and our Campus News "ARTNotes" to communicate crime/fire information to the campus community.

In addition to the programming described above, KCAI also offers the following prevention tips:

1. Contact KCAI Security at 816-931-6666 to request an escort to and from your vehicle whenever appropriate.
2. Do not hesitate to call police when confronted, before calling the KCAI Security number.
3. Keep your residence room locked.
4. At night, walk in groups of at least two and stay on main walkways.
5. When parking, remove valuables from view and lock your vehicle.
6. Engrave your valuables with your driver's license number and record serial numbers.
7. Make copies of credit cards and other valuables in your wallet.
8. Report all losses to KCAI Security immediately.
9. Stay in control. Do not allow the abuse of alcohol or other substances to put you at risk.
10. Do not leave personal property unattended.
11. Be aware of your surroundings and what is going on around you.
12. Do not hesitate to report suspicious individuals or activity to KCAI Security.

Monitoring Off Campus Locations of Recognized Student Organizations

The Institute does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the Institute will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

KCAI is committed to creating and maintaining an environment that is free of alcohol abuse. The Institute prohibits the possession, use, and sale of alcohol beverages on campus or as any part of the Institute's activities, unless it is done so in accordance with applicable Institute policies and laws. The Institute also enforces the state's underage drinking laws.

The Institute enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by the Department of Safety and Security. Violators of the Institute's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Drug and Alcohol Abuse Prevention Program

The Institute has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. More information about the program, including the Institute’s drug and alcohol policies, can be located at: <http://33qle61me52p3frk11u6gh1c.wpengine.netdna-cdn.com/wp-content/uploads/2015/10/Web-PDF-template-DFSCA-report.pdf>.

Policy, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, Dating Violence, and Stalking

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act (“VAWA”), the Institute prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The Institute also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The Institute’s Sexual Misconduct, Sex Discrimination, and Sexual Harassment Policy is used to address complaints of this nature. This policy and the procedures for filing, investigating and resolving complaints for violations of this policy may be found at: https://artnet.kcai.edu/sites/default/files/final_18-19_sexual_misconduct_sex_discrimination_and_sexual_harassment.pdf.

The following discusses the Institute’s educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The Institute conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the Institute prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions that apply within the state of Missouri:

Crime Type (Missouri Revised Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.
Domestic Violence	Missouri’s protective order statutes provide the following definitions (Mo. Rev. Stat. § 455.010): <ol style="list-style-type: none">1. “Domestic violence” is abuse or stalking committed by a family or household member.2. "Family" or "household member", [includes] 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

	<p>child in common regardless of whether they have been married or have resided together at any time.</p> <p>In addition, Missouri criminal statutes include various degrees of the crime “Domestic Assault,” as follows:</p> <ol style="list-style-type: none"> 1. Domestic Assault, First Degree (Mo. Rev. Stat. § 565.072): A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002. 1. Mo Rev. Stat. § 565.002(6) indicates that a “domestic victim” is a household or family member as the term “family” or “household member” is defined in 455.010, including any child who is a member of the household or family. 2. Domestic Assault in the Second Degree (Mo. Rev. Stat. § 565.073): A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and he or she: (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or (2) Recklessly causes serious physical injury to such domestic victim; or (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon. 3. Domestic Assault, Third Degree (Mo. Rev. Stat. § 565.074): A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under section 565.002. 4. Domestic Assault in the Fourth Degree (Mo. Rev. Stat. § 565.076): A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and: (1) The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim; (2) With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument; (3) The person purposely places such domestic victim in apprehension of immediate physical injury by any means; (4) The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim; (5) The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or (6) The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices or transportation for the purpose of isolation.
Stalking	<ol style="list-style-type: none"> 5. Stalking, First Degree (Mo. Rev. Stat. § 565.225): A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and: (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to

	<p>reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or (5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or (6) At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person.</p> <p>6. Stalking, Second Degree (Mo. Rev. Stat. § 565.227.1): A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.</p> <p>7. As used in the definitions of stalking above, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.</p>
Sexual Assault	<p>The institution has determined, based on good-faith research, that Missouri's criminal statutes do not define the term sexual assault.</p> <p>However, Missouri's protective order statutes indicate that "sexual assault" means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent. (Mo. Rev. Stat. § 455.010(1)(e)).</p>
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows:</p> <p>8. Rape in the First Degree (Mo. Rev. Stat. § 566.030.1): A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.</p> <p>9. Rape in the Second Degree (Mo. Rev. Stat. § 566.030.1): A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.</p>

	<ol style="list-style-type: none"> 10. Fondling: The institution has determined, based on good-faith research, that Missouri law does not define the term fondling. 11. Incest (Mo. Rev. Stat. § 568.020.1): A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her: (1) Ancestor or descendant by blood or adoption; or (2) Stepchild, while the marriage creating that relationship exists; or (3) Brother or sister of the whole or half-blood; or (4) Uncle, aunt, nephew or niece of the whole blood. 12. Statutory Rape, First Degree (Mo. Rev. Stat. § 566.032.1): A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age. 13. Statutory Rape, Second Degree (Mo. Rev. Stat. § 566.034.1): A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
Other “sexual assault” crimes	<p>Other crimes under Missouri law that may be classified as a “sexual assault” include the following:</p> <ol style="list-style-type: none"> 1. Sodomy in the First Degree (Mo. Rev. Stat. § 566.060.1): A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. 2. Sodomy in the Second Degree (Mo. Rev. Stat. § 566.061.1): A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent. 3. Statutory Sodomy, First Degree (Mo. Rev. Stat. § 566.062.1): A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen years of age. 4. Statutory Sodomy, Second Degree (Mo. Rev. Stat. § 566.064.1): A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age. 5. Child Molestation, First Degree (Mo. Rev. Stat. § 566.067.1): A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen years of age to sexual contact and the offense is an aggravated sexual offense.

	<p>6. Child Molestation, Second Degree (Mo. Rev. Stat. § 566.068.1): A person commits the offense of child molestation in the second degree if he or she: (1) Subjects a child who is less than twelve years of age to sexual contact; or (2) Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense.</p> <p>1. Child Molestation, Third Degree (Mo. Rev. Stat. § 566.069.1): A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact.</p> <p>2. Child Molestation, Fourth Degree (Mo. Rev. Stat. § 566.071.1): A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact.</p> <p>3. Sexual Misconduct Involving a Child (Mo. Rev. Stat. § 566.083.1): A person commits the offense of sexual misconduct involving a child if such person: (1) Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child; (2) Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child; (3) Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or (4) Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.</p> <p>1. Sexual Misconduct, First Degree (Mo. Rev. Stat. § 566.093.1): A person commits the offense of sexual misconduct in the first degree if such person: (1) Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm; (2) Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or (3) Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.</p> <p>2. Second Degree Sexual Misconduct (Mo. Rev. Stat. § 566.095.1): A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.</p> <p>3. Sexual Abuse in the First Degree (Mo. Rev. Stat. § 566.100.1): A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.</p>
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	4. Sexual Abuse, Second Degree (Mo. Rev. Stat. § 566.101.1): A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.
Consent (as it relates to sexual activity) (Mo. Rev. Stat. § 556.061(14))	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.

The Institute’s Definition of Consent

In addition to the definition of consent under Missouri law, KCAI uses the following definition of consent in its Sexual Misconduct, Sex Discrimination, and Sexual Harassment Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

1. Consent is clear sexual permission and can only be given by someone of legal age. Consent can be given by a word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Consent cannot be inferred. Individuals who consent to sexual activity must be able to fully understand what they are doing. A person incapacitated by alcohol or drugs, asleep, physically impaired or unable to communicate in clear and understandable words or actions is incapable of giving consent or mutual agreement. For example, when alcohol or other drugs have been used, a person may be unable to give valid consent if they cannot appreciate the who, what, where, when, why, or how of a sexual situation. Silence, without clear actions demonstrating permission, cannot be assumed to indicate consent. Mutually agreeable, or consent, means an informed agreement communicated in clear and understandable words or actions to participate in sexual activity.

Risk Reduction

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

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

1. Make your limits known before going too far.
2. You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
3. Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
4. Grab someone nearby and ask them for help.
5. Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
6. Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
7. Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

1. Remember that you owe sexual respect to the other person.
2. Don't make assumptions about the other person's consent or about how far they are willing to go.
3. Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
4. If your partner expresses a withdrawal of consent, stop immediately.
5. Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
6. Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
7. Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
8. Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

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

1. Look out for those around you.
2. Realize that it is important to intervene to help others.
3. Treat everyone respectfully. Do not be hostile or an antagonist.
4. Be confident when intervening.
5. Recruit help from others if necessary.
6. Be honest and direct.
7. Keep yourself safe.
8. If things get out of hand, don't hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The Institute also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the Institute. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Office of Student Services and the Safety and Security Department during orientation.

As part of its ongoing campaign, KCAI uses a variety of strategies, such as in-person presentations by sexual assault organizations, email blasts with pertinent information, portal announcements, etc. While programming occurs throughout the year, the Institute also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Procedures to Follow if You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking:

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or Director of Security at 816-802-3399. You may also contact the Institute's Title IX Coordinator Laura Snow at 816-902-3431 (lsnow@kcai.edu) if desired. Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported.
 - Contact the Title IX Coordinator or refer to the other resources listed in this report.
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:
 - You should not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
 - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
 - You can obtain a forensic examination at St. Luke's Hospital, 4401 Wornall Road, Kansas City, MO 64111, 816-932-2000.
 - Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
 - Evidence in electronic formats should also be retained (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such information is valuable in all situations, and it may be the only evidence available in instances of stalking.

3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
 - Department of Safety and Security, 816-931-6666
 - Kansas City Police Department, 1125 Locust St, Kansas City, MO 64106, 816-234-5111 (emergency 911)
 - To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
 - In Missouri, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: <http://www.courts.mo.gov/page.jsp?id=533>.
 - A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, for up to 15 days, until a court hearing, and (2) Full Orders of Protection, which may be issued for up to one year. Additional information about the orders may be found at: <http://www.courts.mo.gov/file.jsp?id=69655>.
 - A Petition for Order of Protection should be filed for in the 16th Circuit of Jackson County's Kansas City Courthouse. The address is: 415 E. 12th Street, Kansas City, Missouri 64106. The phone number is 816-881-3971. More information is available here: <https://www.16thcircuit.org/domestic-violence>.
 - Information about obtaining an Order of Protection in Jackson County can be found here: https://www.16thcircuit.org/Data/Sites/1/media/Civil_Records/booklet-16.pdf.
 - The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: <http://www.courts.mo.gov/file.jsp?id=537>. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.
 - Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.
 - The Kansas City Missouri Police Department provides advocates for victims of domestic violence through their Victim Services Office. The KCPD is located at: 1125 Locust, Kansas City, Mo. 64106. The Victim Advocate phone number is:

816-234-5205. More information may be found at:

<http://kcmo.gov/police/victim-resources-2/>.

- When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.
- The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.
- The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the Institute and in the surrounding community. Those services include:

Campus Resources

- Assistant Dean of Students: 816-802-3419
- Dean of Student Affairs: 816-802-3397
- KCAI Counseling Services: 816-802-3397
- Safety and Security: 816-931-6666
- If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. KCAI’s financial aid website can be found at: <http://kcai.edu/financial-aid-scholarships/>.

Local Resources

- Kansas City Missouri Police Department, www.kcpd.org
- Metropolitan Organization to Counter Sexual Assault (MOCSA), www.mocsa.org
- Kansas City Anti-Violence Project (LGBT resource), <http://www.kcavp.org/home>
- Rose Brooks Center – emergency shelter for women and children experiencing domestic violence, 816-861-6100

National Resources

- Not Alone: Together Against Sexual Assault, www.notalone.gov
- National Sexual Violence Resource Center, <http://www.nsvrc.org/>
- The United States Department of Justice, <http://www.ovw.usdoj.gov/sexassault.htm>
- Rape, Abuse, and Incest National Network (RAINN), <http://www.rainn.org/>
- The Hotline (domestic violence resources), <http://www.thehotline.org/>
- The National Center for Victims of Crime, <http://www.victimsofcrime.org/>
- Stalking Resource Center, <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

Hotlines

- MOCSA's 24-hour Crisis Line: 816-531-0233 or 913-642-0233
- RAINN's 24-hour Crisis Line: 1-800-656-HOPE (4673)
- Kansas City Anti-Violence Project's Hotline: 816-561-0550
- Domestic Violence 24-hour Crisis Lines: 816-461-HOPE and 816-HOTLINE
- National Domestic Violence 24-hour Crisis Line: 1-800-799-SAFE

Local Hospitals

- St. Luke's, 4401 Wornall Road, Kansas City, MO 64111
- University of Kansas Hospital, 3901 Rainbow Boulevard, Kansas City, KS 66160
- Truman Medical Center, 2301 Holmes Street, Kansas City, MO 64108-2640

Legal Aid & Visa and Immigration Assistance

- Free or low cost legal services may be available through Missouri Legal Services. You can visit the following websites for more information: <http://www.lsmo.org/>.
- Immigration Advocates Network:
<https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO>
- U.S. Citizenship and Immigration Services:
https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office_type=ASC&OfficeLocator.statecode=MO

Accommodation and Protective Measures:

The Institute will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the Institute is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests of this nature should be made to the Title IX Coordinator at 816-802-3431 (lsnow@kcai.edu), and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.

- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The Institute will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the Institute's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the Title IX Coordinator in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the Institute will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through KCAI's Sexual Misconduct, Sex Discrimination, and Sexual Harassment Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made the Title IX Coordinator (whose contact information is listed above). The formal process is outlined below, but informal resolution may also be utilized when agreeable to both parties and the Title IX Coordinator (except not in the case of sexual violence/assault).

Formal Investigation and Resolution Procedure

Once a complaint is made, the Title IX Coordinator will commence the investigatory process by reviewing the complaint and conducting a preliminary investigation to determine if there is reasonable cause to charge an individual with an alleged policy violation. If such a charge is made, an investigator (or investigators) will be assigned and both parties will be notified within seven (7) business days that a formal investigation has commenced. This written notice will include a description of the parties involved, the specific sections of the policy allegedly violated, the specific alleged misconduct, and the date(s) and location(s) of the misconduct. The parties shall receive this notice at least three (3) business days before they are interviewed by the investigator(s).

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint.

Upon completion of the investigation, the investigator(s) will prepare a preliminary report summarizing the relevant evidence collected during the investigation. Each party will have five (5) business days to review the report and provide any comment or response. Thereafter, the investigator will finalize the report and include a determination as to whether or not the respondent was found to have violated the policy as alleged.

If a hearing is necessary, it will be done within seven (7) business days of the notice of hearing. A hearing will be held when the complainant, or alleged victim, is a student (though a hearing will not be held for any cases involving students in Continuing and Professional Studies programs). When the complaint has been resolved (by the hearing panel or investigator), the parties will be notified of the outcome and the appeal process within three (3) business days.

Timing

KCAI strives to complete investigations of this nature (including the hearing if necessary) in a reasonable amount of time, but how long an investigation will take depends on a number of factors, such as the complexity of the allegations, the number and availability of witnesses, and intervening college breaks/closures when school is not in session.

Appeals

Both parties have an equal opportunity to appeal the determination by filing a written appeal within five (5) business days of the issued resolution letter. Student appeals should be submitted to the Assistant Dean of Students, Dean of Student Affairs, or designee thereof. Employee appeals should be submitted to the Executive Vice President for Administration/CFO, or designee thereof. The appeals officer who reviews the appeal will render a written decision to both parties within seven (7) business days of the appeal being filed. This decision is final.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is: (1) Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of time frames for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay; (2) Conducted in a manner that: (a) is consistent with the institution's policies and transparent to the accuser and the accused; (b) includes timely notice of meetings at which the accuser or accused, or both, may be present; and (c) provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings; and (3) Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the Institute May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the institution's disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the Institute at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the Institute can make available to the victim a range of protective measures. They include: forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

Publicly Available Recordkeeping:

The Institute will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of domestic violence, dating violence, sexual assault, and stalking who make reports of such to the Institute to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the Institute that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the Institute will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the Institute of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting Director of Security at 816-802-3399. State registry of sex offender information may be accessed at the following link: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>.

Emergency Response and Evacuation Procedures

The Institute has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The Institute has communicated with local police requesting their cooperation in informing the Institute about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Department of Safety and Security at 816-931-6666 of any situation that poses such a threat.

The Director of Security or their designee will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other Institute departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Director of Security or their designee will consult with other appropriate Institute officials to determine the appropriate segment or segments of the Institute community to be notified.

The Director of Security or their designee, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Director of Security will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

Method	Sign-Up Instructions
Text messaging	https://artnet.kcai.edu/emergency_alert

Email	N/A
Posting of hard copies in public areas	N/A
Posting on KCAI websites (internet and intranet)	N/A
Voice message distribution through KCAI phone system	N/A

At the direction of the Director of Security, the Director of Marketing and Communications will notify local media outlets in order that the larger community outside the campus will be aware of the emergency.

Testing & Documentation

The Institute tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the emergency management team will meet to train and test and evaluate the Institute’s emergency response plan.

The Director of Security maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the Institute will distribute to its students and employees information to remind them of the Institute’s emergency response and evacuation procedures.

Missing Person Procedures

If a member of the KCAI community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the Department of Safety and Security at 816-931-6666. Anyone receiving a missing student report will immediately notify campus security (or local law enforcement, if necessary) so that an investigation can be initiated.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Institute only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Institute will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the person is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

A student who wishes to designate a confidential contact will be given the option do so while completing required forms during the enrollment process. At any time, students may also register such a contact with the Dean of Student Affairs. After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the Institute will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the Institute will also notify that student’s parent or legal guardian within 24 hours of the determination that the student is missing.

Crime Statistics

The statistical summary of crimes reported to KCAI over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non Campus*			Public Property		
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	2
Burglary	1	1	0	0	0	0	0	0	0	0	0	14
Robbery	0	0	0	0	0	0	0	0	0	0	4	7
Motor Vehicle Theft	0	1	1	0	1	1	0	0	0	0	1	10
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	2	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	1	0	2	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon	0	0	0	0	0	0	0	0	0	0	0	0

Violation												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

*KCAI’s only “non-campus” property is the KCAI Crossroads Gallery located at 1819 Grand, Kansas City, MO 64108.

Hate crimes:

2017: No hate crimes reported.

2016: No hate crimes reported.

2015: No hate crimes reported.

Unfounded crimes:

2017: There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.

2016: There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.

2015: There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.

KCPD Crime Statistics:

The Kansas City Police Department (KCPD) provided information that was utilized by KCAI to create the crime statistics chart listed below. The neighborhood boundaries for these statistics are Main Street to Oak Street and 4200 Street to 4600 Street. While the KCAI campus is within this area, the statistics provided by KCPD also cover other areas unaffiliated with KCAI. As such, the Institute is providing this chart separately. Note that there could be some duplication in crime statistics provided by KCPD and the numbers in the chart above.

Crime	2017	2016	2015
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	3	3	0

Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	3	5	2
Burglary	5	7	14
Robbery	7	10	7
Motor Vehicle Theft	17	14	11
Arson	0	0	0
Arrest - Liquor Law Violation	1	0	Past info not available
Arrest - Drug Abuse Violation	1	3	Past info not available
Arrest - Weapon Violation	0	0	Past info not available
Domestic Violence	7	11	Past info not available
Dating Violence	0	0	Past info not available
Stalking	0	0	Past info not available

*No hate crime statistics were provided by KCPD in 2015, 2016, or 2017

Annual Fire Safety Report

Housing Facilities and Fire Safety Systems

The Institute maintains on-campus housing for its students. The following chart includes the name and address of the housing facility and the number of fire drills conducted during the previous calendar year.

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills
Student Living Center, 4415 Warwick Blvd	X		X	X	X	X	1

Policies on Portable Appliances, Smoking and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted. Only the following portable cooking appliances are permitted to be used in campus housing: coffee maker, microwave and small refrigerator. Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The Institute reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

In the event of a fire, the Institute expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the Institute's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

Reporting Fires

The Institute is required to disclose each year statistical data on all fires that occurred in on-campus student housing facilities. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. However, there may be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Director of Security at 816-802-3399. When notifying this individual of a fire as much information as possible about the location, date, time and cause of the fire should be provided.

Plans for Future Improvements

The Institute periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Statistics

2017

No fires were logged in 2017.

2016

No fires were logged in 2016.

2015

No fires were logged in 2015.