



***SAFETY, SECURITY,  
AND CRIME PREVENTION  
GUIDE***

**SCHOOL YEAR 2016-2017**

*This document and any revisions may be viewed online at <http://hickeycollegelibrary.com/student-information>*

**I**  
**ALCOHOL AND DRUG AWARENESS**

Hickey College attempts to foster an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. Students, faculty, staff, and visitors are expected to know and obey the applicable federal and state laws as well as all school policies, and to be responsible for their own behavior.

Hickey College complies with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, which requires that, as a condition to the receipt of federal funds, Hickey College must certify that it has adopted and implemented a program to prevent the unlawful possession, use and/or distribution of illegal drugs and alcohol by students, faculty, and staff.

In accordance with the mandate of federal law, the manufacture, distribution, possession, or use of illegal drugs, and unlawful possession, use, or distribution of alcohol on Hickey College property, in its residence facilities, or as part of any of its activities, is prohibited. Violators of the law and Hickey College's policies will be subject to discipline under the law and by the school.

For Hickey College's complete drug and alcohol policy, you may request a copy of the Hickey College Drug Prevention Manual or view it online at:

<http://hickeycollegelibrary.com/student-information>

## **II** **CAMPUS SECURITY**

Hickey College strives to provide a safe environment for our students' learning experience. We have located our facilities in typical business settings, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

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### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Hickey College include the President, directors, program directors, and residence managers. All incidents are then reported to the President, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President and the school directors, are also considered Responsible Employees. Hickey College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

In an effort to achieve a safe campus environment, Hickey College has prepared a Crime Prevention Manual setting forth campus security policies and procedures, including sexual assault prevention programs and procedures to follow once an offense has occurred. This information is reviewed with students and employees the first week of classes for all new students and during new employee orientation. Orientation agendas include information in the areas of personal safety and theft protection. Mandatory orientation is also conducted for all students residing in college residence facilities. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

## **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

## **Security and Access to Campus Facilities**

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key, which have been assigned to designated personnel. Hickey College does not provide residential facilities for students on campus. The Hickey College campuses have alarm systems that are monitored after hours by ABF Security.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

## **Authority of Campus Security Personnel**

Hickey College does not have a campus police or security department. The College works with local law enforcement to provide a safe campus environment.

## **Crime Statistics**

The following is a summary of the crimes that were committed and reported on our campuses, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

### West Port Plaza Drive Campus

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0

Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	3	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0

Illegal Weapons	On Campus	0	0	0
Possession Violations	Public Property	0	0	0
Referred for Disciplinary Action				

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015 there were no reported hate crimes at any of the above-listed geographic locations.

North Lindbergh Boulevard Campus

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Noncampus	0	0	3
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Incest	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Noncampus	4	1	2
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	1	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	1
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	2	0
	Noncampus	6	8	6
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Noncampus	0	0	2
	Public Property	0	0	3
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	3	2	4
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Illegal Weapons	On Campus	0	0	0
Possession Violations	Noncampus	0	0	0
Referred for Disciplinary Action	Public Property	0	0	0

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015 there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Hickey College has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations. Crime statistics for off-campus student residential facilities are included in the North Lindbergh Boulevard Noncampus statistics.

**Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in noncampus residence facilities and property, and on public property within or adjacent to the campus. The President is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

**Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Hickey College Drug Prevention Manual for details. Hickey College campuses are designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The College will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

**Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Hickey College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved

in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Missouri are as follows:

Based on good-faith research, it appears Missouri does not define a crime of dating violence.

Domestic violence is when a family or household member commits stalking or commits, attempts to commit, or threatens to commit abuse, which is defined as any of the following acts:

- Assault—purposely placing or attempting to place you in fear of physical harm;
- Battery—purposely causing physical harm to you with or without a deadly weapon;
- Coercion—using force or a threat of force to make you do something or to stop you from doing something;
- Harassment—committing acts (more than once) that cause you or your child alarm or substantial emotional distress and serve no legitimate purpose.

Sexual assault is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress. A person commits the offense of rape 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. A person commits the crime of incest if he marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he knows to be, without regard to legitimacy, his ancestor or descendant by blood or adoption; or his stepchild, while the marriage

creating that relationship exists; or his brother or sister of the whole or half-blood; or his uncle, aunt, nephew, or niece of the whole blood. A person commits the crime of statutory rape in the first degree if he has sexual intercourse with another person who is less than fourteen years old.

Stalking is defined as when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision, *alarm* means to cause fear of danger of physical harm; *course of conduct* means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose (such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact); and *repeated* means two or more incidents evidencing a continuity of purpose.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person's use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent.

Hickey College sponsors educational programs to incoming students and new employees to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. This primary prevention and awareness program is conducted by local law enforcement and includes definitions, examples, prevention tips, and legal consequences. Information is also given if one should become a victim. A hand-out with emergency numbers, support services, and resources is given during orientation, is available online, and is offered again at the conclusion of this program. Ongoing prevention and awareness campaigns are also offered for continuing students and employees throughout the year. They include Stalking Awareness Month (January), Dating Violence Awareness and Prevention Month (February), Sexual Assault Awareness Month (April), and Domestic Violence Awareness Month (October). Awareness posters, informational handouts, videos, quizzes, and pledges are utilized. Information on registered sex offenders can be obtained from the St. Louis County Sex Offender Unit by calling (314) 615-3761 or at the web site address [www.stlouisco.com](http://www.stlouisco.com).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.

- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, dorm room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. If a student or employee is the victim of a sexual offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (314) 434-2212. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed under Administration in the Administration section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include program directors and residence managers as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any

accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to victims of dating violence, domestic violence, sexual assault, and stalking by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the President. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education, the Director of Continuing Education, or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during school disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, 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. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

Hickey College does not provide residential facilities for students on campus although it does maintain noncampus housing accommodations. The school conducts fire safety training for these

resident students during the residence orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway or exit.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

### **III**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Hickey College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Hickey College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hickey College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hickey College to amend a record that they believe is inaccurate or misleading. They should write the Hickey College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Hickey College decides not to amend the record as requested by the student, Hickey College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Hickey College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Hickey College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Hickey College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hickey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901

## **IV** **CRIME PREVENTION**

Crime prevention and awareness involves anticipation and recognition of the risk of crime occurring as well as initiation of some type of action to remove or reduce that risk. The following recommendations are designed to help reduce your risk of being victimized.

### **PRECAUTIONS THAT MAY BE TAKEN TO HELP INSURE PERSONAL SAFETY:**

At home, in school, or in the residence facilities:

1. Keep your door locked, whether or not you are in your residence facility.
2. Do not let strangers into your residence.
3. Do not leave notes on your door as to where you will be or when you will return.
4. Never dress in front of a window. Draw blinds or curtains after dark.
5. Do not hide keys outside of your residence. Do not put your name and/or address on your keys.
6. Avoid secluded places until you trust your date/partner.

While walking or jogging:

1. Try to avoid walking or jogging alone, and never walk or jog after dark.
2. Be alert to your surroundings. If you suspect you are being followed, yell for help, run in a different direction, or head for a lighted area or a group of people.
3. Do not listen to music with ear buds or text while walking – you will be distracted from you surroundings.
4. Avoid dark or vacant areas.
5. Have your keys ready when returning to your residence or car.
6. Keep personal items and valuables concealed.

While driving:

1. Insure that your vehicle is locked with windows up.
2. Always carry your car keys in your hand so that you can enter your vehicle quickly.
3. Check underneath your car as you are approaching it, and check in the rear seat before entering.

4. Keep valuables out of sight within the vehicle.
5. Drive with your car doors locked and windows at least partially up, whenever possible.
6. When stopping your vehicle in traffic, allow sufficient room between you and the car in front of you to enable you to drive away should someone attempt to enter your stopped vehicle.
7. If your vehicle breaks down, raise the hood, place a sign in the window requesting help, and remain in your locked car until help arrives.
8. Be aware that, on occasion, accidents may be staged in order to allow the other driver to commit a criminal act. Remain alert.
9. Never hitchhike or pick up hitchhikers.

At Parties:

1. Travel to and from parties in a group.
2. If someone is making unwanted advances, turn him/her down with a firm "NO". Call for help if it continues.
3. Drink alcohol in moderation.
4. Only accept drinks that are served directly to you by bar staff.
5. Watch your drink carefully. Do not leave drinks unattended. It takes only seconds to drop a date rape drug into a drink.
6. Notify a friend, family, police or person you trust if you think something is wrong.

**PRECAUTIONS THAT MAY BE TAKEN TO PROTECT PROPERTY:**

At home:

1. Lock your doors whenever you leave your residence.
2. Never leave handbags, billfolds, jewelry, or other valuables in plain view.
3. Do not loan your keys to anyone.
4. Do not hide keys outside of your residence. Do not put your name and/or address on your keys.
5. When in a public place, keep valuables and personal items with you and out of sight.

Your vehicle and items in your vehicle:

1. Insure that your vehicle is locked with windows up.
2. Do not loan your vehicle keys to anyone.
3. Vehicle storage compartments should be locked.
4. Keep valuables out of sight within the vehicle.
5. Valuable interior items such as stereos, speakers, and telephones should be secured in a manner which will make their accessibility and removal difficult.
6. Park in well-lit areas.

**WHAT TO DO IF YOU SEE SUSPICIOUS PERSONS OR ACTIVITY:**

If you see any suspicious persons or activity on or near the campus or residence facilities, call or report the incident to the Director of Student Services or other school official at (314) 434-2212, the Residence Manager at (314) 560-7014, or the municipal police immediately. Do not assume that someone else has or will report the incident, that you are overreacting, or that what you are seeing is some innocent activity.

Suspicious persons or activities may include:

1. Persons loitering at unusual hours and locations.
2. Persons sitting in parked vehicles for an extended period of time.
3. Persons exhibiting unusual mental or physical symptoms. Such persons could either be under the influence of drugs or alcohol or in need of medical assistance.
4. Open doors or broken windows.
5. Unusual noises, which might suggest danger or foul play.
6. Vehicles driving slowly and/or repeatedly past a particular location in a parking lot, garage, or on a residential street.

V  
**CRIME REPORTING**

**IF YOU WITNESS A CRIME OR IF YOU ARE THE VICTIM OF A CRIME, YOU SHOULD DO ONE OF THE FOLLOWING:**

1. If off-Campus and you wish to contact the police – Dial 911.

If on Campus or in the Residence Facilities -You may report the incident to the Director of Student Services. In the alternative, you may report the incident to any school official. School officials include management personnel and directors (including residence managers). All incidents will then be reported to building management personnel and appropriate local law enforcement authorities.

**OR**

You may report the incident to the appropriate municipal police department at 911. In the event that a student requests assistance in notifying the authorities, Hickey College personnel will do everything reasonably necessary to facilitate and assist the student in contacting such law enforcement authorities.

2. Obtain a Description.

Attempt to obtain a description of the assailant, including age, sex, race, hair color, eye color, height, clothing, and any other distinguishing features.

Attempt to obtain a description of any vehicle used by an assailant, including license plates, make, model, year, color, and the direction it was traveling when leaving the scene.

3. Preserve the Crime Scene.

Close off the area of the crime scene, do not let anybody into the area, and do not touch anything until police arrive.

4. Sex Offenses.

If you are the victim of a rape, sexual assault, or other sex offense, get to a safe place and call for help – 911, a friend/family member, Hickey College staff, etc. Do not eat, drink, urinate, bathe, douche, brush teeth, or change clothing. If you have been raped, you should get medical attention as soon as possible to determine the presence of physical injury, sexually transmissible diseases, or pregnancy, whether or not you decide to report the matter to the police. **(See Hickey College Dating Violence, Domestic Violence, Sexual Assault, and Stalking Processes and Procedures.)**

## **CRIMINAL OFFENSE DEFINITIONS**

The following definitions are those used in the U.S. Department of Justice, Federal Bureau of Investigation's Uniform Crime reporting Program.

### **Murder:**

The willful (nonnegligent) killing of one human by another.

### **Robbery:**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Aggravated Assault:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### **Burglary:**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Motor Vehicle Theft:**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

### **Weapon Law Violations:**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### **Drug Abuse Violations:**

Violations of State and local law relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

### **Liquor Law Violations:**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

## VI

### **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

Because Dating Violence, Domestic Violence, Sexual Assault and Stalking are of concern to everyone, it is important for all Hickey College students, faculty, and staff to know what steps to take in the event that they or a friend are in an abusive relationship or victimized. Whether the assailant is a stranger, acquaintance, friend, spouse, or date, the following information is designed to provide knowledge of available services for obtaining necessary protection, treatment and counseling.

#### **STEPS TO TAKE FOR ENDING ABUSIVE RELATIONSHIPS:**

1. When you end the relationship with this person, be clear and mean it. If you tell them to not contact you by any means (email, text, phone, and/or social networking) and it continues, contact law enforcement.
2. Speak with the Director of Student Services, or other school official in an attempt to stop the unwanted behavior. This person will either address the matter with the person whose behavior was unwelcome, or with the appropriate campus authority, who will then address the matter.

Be sure to document:

- A. A description of the incidents, including dates, times, and locations, as well as the specific acts committed.
  - B. Any witnesses to such incidents.
  - C. A description of your feelings, and any consequences that occurred as a result of the incident(s) described.
3. If the above attempts are unsuccessful or if you wish to bypass these procedures, you may file a formal complaint regarding sexual harassment by faculty, staff, or student by contacting the President of Hickey College.

Hickey College will protect the right of all persons to a fair hearing.

- If you are afraid that ending the relationship will end in violence, call police. They will stand by while you leave.
- If you have set clear ground rules, you must follow them. Do not open the door to contact, as it will encourage the individual. Block numbers, de-friend the individual and/or change your phone number.
- If the contact continues, consider a restraining order.

## **STEPS TO TAKE TO AVOID SEXUAL VIOLENCE:**

1. See CRIME PREVENTION - Precautions that May be Taken to Help Insure Personal Safety.
2. Remain alert and use common sense to avoid potentially dangerous situations.
3. Recognize that you could be a victim. Consider what your alternatives might be if confronted by a rapist, and practice possible responses.

If you are being attacked:

1. Be aware of your capabilities and limitations. Evaluate the situation for possible avenues of escape.
2. Your first concern should be for your safety.
3. If you believe your life is being threatened, you must make a judgment as to what it is necessary to do in order to save your life. You may feel you should yell, fight back, do whatever it takes to attract attention, escape, or cause your assailant to leave, or you may feel that you should not offer physical resistance.
4. Remember, there is no "right" way to respond. You are the best judge of what will work for you. If you choose not to resist the attack physically, it just means that you did what YOU needed to do in order to survive.

**VII**  
**HICKEY COLLEGE DATING VIOLENCE, DOMESTIC VIOLENCE,**  
**SEXUAL ASSAULT, AND STALKING PROCESSES AND**  
**PROCEDURES**

Hickey College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to any school official either in person or by phone at (314) 434-2212 or after hours and on weekends at (314) 705-4590.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education, Director of Continuing Education, Director of Student Services, Culinary Arts Program Director, Veterinary Technology Program Director or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Sexual Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, monetary fine, reassignment, suspension, or termination without severance benefits.

Proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties, if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials

shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred.

Both the accuser and the accused will be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose.

Hickey College will make accommodations related to the victim's academic, living, transportation, and working situations if the victim requests those accommodations and if they are reasonably available. The victim should submit a written request to the President. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. The Emergency Numbers, Support Services & Resources list (attached), is provided as written notification about existing off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims as well as options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

**VIII**  
**EMERGENCY NUMBERS,**  
**SUPPORT SERVICES & RESOURCES**

**Hickey College**

2700 North Lindbergh Blvd.  
St. Louis, MO 63114  
**(314) 434-2212/1-800-777-1544**

**EMERGENCY NUMBERS**

On or off Campus  
Ambulance – Fire – Police  
**911**

**POLICE DEPARTMENTS**

St. Louis County Police  
7900 Forsyth  
**Emergency 911**  
**Non-Emergency (314) 889-2341**  
[www.co.st-louis.mo.us/police](http://www.co.st-louis.mo.us/police)

Maryland Heights Police (Residences)  
11911 Dorsett Rd.  
**Emergency 911**  
**Non-Emergency (314) 298-8700**  
[www.marylandheights.com](http://www.marylandheights.com)

**FIRE DEPARTMENT**

Maryland Heights  
2600 Schuetz Road  
**Emergency 911**  
**Non-Emergency (314) 298-4400**  
[www.mhfire.org](http://www.mhfire.org)

**HOSPITALS**

Barnes-Jewish West County  
12634 Olive Blvd.  
**Main number (314) 996-8000**  
[www.barnesjewishwestcounty.org](http://www.barnesjewishwestcounty.org)

De Paul Health Center  
12303 De Paul Drive  
**Main Number (314) 344-6000**  
[www.ssmdepaul.com](http://www.ssmdepaul.com)

St. John's Mercy Center  
615 S. New Ballas  
**Emergency Department (314) 251-6090**  
**Operator (314) 251-6000**  
[www.stjohnsmercy.org](http://www.stjohnsmercy.org)

Missouri Baptist Medical Center  
3015 N. Ballas Road  
**Emergency Department (314) 966-5000**  
[www.missouribaptist.org](http://www.missouribaptist.org)

**CITIZENSHIP AND IMMIGRATION SERVICES**

U.S. Government: Department of Homeland Security Citizenship & Immigration  
1222 Spruce Street, Room 2.205  
St. Louis, MO 63103  
**(800) 375-5283**

**CRIME VICTIM ADVOCACY CENTER**

The center has a 24 hour a day phone number:  
**(314) 652-9771**

**CRISIS AND COUNSELING**

24-Hour Hotline Crisis intervention: Suicide, depression, substance abuse and sex offenses  
**(314) 647-HELP (647-4357)**  
<http://providentstl.org>

Crisis Text Line  
24-Hour/7 days a week:  
Text with a trained crisis counselor  
**Text: 741-741**

**United Way 2-1-1 Missouri & Southwest Illinois**

910 North 11<sup>th</sup> Street  
St. Louis, MO 63101  
**Call: 2-1-1 (from service area only)**  
**(314) 421-4636**  
**(800) 427-4626**  
**(866) 385-6525 TTY**

Email: [211@stl.unitedway.org](mailto:211@stl.unitedway.org)  
24 hours/7 days a week  
[www.stl.unitedway.org](http://www.stl.unitedway.org)  
[www.211helps.org/gethelp](http://www.211helps.org/gethelp)  
\*Go to 2-1-1 resource directory  
\*Search by Service Topic

Safe Connections  
Women's Support & Community Service  
2165 Hampton Avenue  
St. Louis, MO 63139  
**(314) 531-2003 24-Hour Crisis Hotline**  
[www.womensupport.org](http://www.womensupport.org)  
[www.safeconnections.org](http://www.safeconnections.org)

### **DOMESTIC & SEXUAL VIOLENCE SERVICES:**

Alive – Alternatives to Living in Violent Environments  
24-Hour Crisis Line:  
**(314) 993-2777**  
**Business Line:**  
**(314) 993-7080 (non-emergency assistance)**  
[www.alivestl.org](http://www.alivestl.org)

AWARE  
**(314) 362-9273**  
[www.barnesjewish.org](http://www.barnesjewish.org)

Bridgeway Women's Center  
**(636) 946-6854**  
[www.bridgewaybh.com](http://www.bridgewaybh.com)

Family Resource Center & Development Opportunities for Women  
**(314) 534-9350**  
[www.frcmo.org](http://www.frcmo.org)  
[www.row-stl.org](http://www.row-stl.org)

Missouri Coalition Against Domestic & Sexual Violence  
Go to: Need help, click on St. Louis  
[www.mocadsv.org](http://www.mocadsv.org)

Kathy J. Weinman Shelter  
**(314) 423-1117**

Life Source Consultants  
**(314) 524-0686**  
[www.lifefsourceconsultants.org](http://www.lifefsourceconsultants.org)

Lydia's House  
**(314) 771-4411**  
[www.lydiashouse.org](http://www.lydiashouse.org)

National Council of Jewish Women  
(314) 993-5181  
[www.ncjwstl.org](http://www.ncjwstl.org)

National Domestic Violence Hotline  
**(800) 799-SAFE**  
[www.thehotline.org](http://www.thehotline.org)

National Sexual Assault Hotline  
**1-800-656-4673**  
[www.rainn.org](http://www.rainn.org)

SAWERRA: Serving Women from South Asian Countries  
**(314) 435-3722**  
[www.saweraastl.org](http://www.saweraastl.org)

St. Louis Regional Sexual Assault Center (Service of the YWCA)  
24-Hour Crisis hotline:  
**(314) 531-7273 (RAPE)**  
Survivor Support Services  
**(314) 726-6665**

St. Martha's Hall  
**(314) 533-1313**  
[www.saintmarthas.org](http://www.saintmarthas.org)

The L.E.A.D. Institute: Leadership through Education & Advocacy for the Deaf  
**(888) 761-4357**  
[www.deaflead.com](http://www.deaflead.com)

The Women's Safe House  
**(314) 772-4535**  
[www.twsh.org](http://www.twsh.org)

Woman's Place: A Non-residential/drop-in center  
**(314) 645-4848**  
[www.womansplacestl.org](http://www.womansplacestl.org)

YWCA Women's Resource Center  
**(314) 531-7273**  
[www.ywcastlouis.org](http://www.ywcastlouis.org)

### **COUNSELING AND REHABILITATION**

The Crossroads Program (Drugs/Alcohol)  
626 Capi Drive  
St. Louis, MO 63005  
**(636) 532-9991**  
[www.thecrossroadsprogram.com](http://www.thecrossroadsprogram.com)

Behavioral Health Response, Inc.  
Missouri Crisis Hotlines  
**Local (314) 469-6644**  
**Toll Free 1-800-811-4760**  
[www.bhrstl.org](http://www.bhrstl.org)

**BASIC – Black Alcohol/Drug Service  
Information Center**

3026 Locust St.  
St. Louis, MO 63103  
**(314) 621-9009**  
[www.basicinc.org](http://www.basicinc.org)

**Centerpointe Hospital**

4801 Weldon Spring Parkway  
St. Charles, MO 63304  
**(800) 345-5407**  
[www.centerpointehospital.com](http://www.centerpointehospital.com)

**Outpatient Locations in:**

St. Peters, MO  
St. Louis, MO (Downtown)  
South County, MO  
West County, MO  
Washington, MO  
Columbia, MO  
Alton, IL

**Hyland Behavioral Health Center at St.  
Anthony's**

10018 Kennerly Road  
St. Louis, MO 63128  
**(314) 525-4400**  
[www.stanthonysmedcenter.com/Hyland](http://www.stanthonysmedcenter.com/Hyland)

**Bridgeway Counseling Services  
Administration Offices**

1570 S. Main Street  
St. Charles, MO 63303  
**(636) 224-1210**  
[www.bridgewaycounseling.com](http://www.bridgewaycounseling.com)

**Locations in:**

St. Charles, MO  
St. Peters, MO  
West County, MO  
Brentwood, MO  
Olivette, MO  
City Center-St. Louis, MO  
Troy, MO  
Union, MO  
Warrenton, MO  
Montgomery City, MO

**NCADA**

National Council on Alcoholism & Drug Abuse  
8790 Manchester Road  
Brentwood, MO 63144  
**(314) 962-3456**  
[www.ncada-stl.org](http://www.ncada-stl.org)  
Free Counselors  
Mon-Fri 9:00 a.m. to 5:00 p.m.

**Other Locations in:**

Washington, MO

**Provident Counseling**

2650 Olive Street  
St. Louis, MO 63103  
Office: (314) 533-8200  
24/7 Crisis Intervention Hotline:  
**(314) 647-HELP (4357)**  
**(800) 273-TALK (8255)**  
**Gambling Hotline:**  
**(888) BETSOFF (238-7633)**  
[www.providentstl.org](http://www.providentstl.org)

**SUICIDE:**

Call a suicide hotline:  
**1-800-273-TALK (800-273-8255)**  
**1-800-SUICIDE (800-784-2433)**  
**1-888-628-9454 (Spanish speaking counselors)**  
**1-800-799-4TTY (800-799-4889) (TTY users)**

**Visit these websites for help:**

National Suicide Prevention Lifeline  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Hopeline  
[www.hopeline.com](http://www.hopeline.com)

American Foundation for Suicide Prevention  
[www.afsp.org](http://www.afsp.org)

For lesbian, gay, bisexual, transgender, or  
questioning youth, contact:

The Trevor Project  
[www.thetrevorproject.org](http://www.thetrevorproject.org)  
**1-866-4-U-Trevor (866-488-7386)**

KUTO (Kids Under Twenty One)  
Suicide Crisis Hotline  
Everyday 2:00 p.m. – 12:00 midnight

**Local (314) 963-7571**  
**Toll Free 1-800-644-5886**

Before/After hours:  
**Covenant House 1-800-999-9999**

**Hopeline Network**  
**1-800-Suicide (784-2433)**

[www.Kuto.org](http://www.Kuto.org)

## **OTHER PROGRAMS**

Many other resources exist to help friends, family members, and others struggling with alcohol and other drug abuse/addiction, or other unhealthy, risky behaviors. The numbers listed below are possible resources that may be helpful to you. This list is not an inclusive one.

Alcoholics Anonymous: 314-647-3677  
[www.aastl.org](http://www.aastl.org)

Al-Anon and Alateen: 314-645-1572

Cocaine Anonymous: 314-361-3500  
[www.camissouri.org](http://www.camissouri.org)

Narcotics Anonymous: 314-830-3232  
St. Charles: 636-697-8406

Nicotine Anonymous: 314-832-9279

Registered Sex Offenders Information:  
St. Louis County Sex Offender Unit  
314-615-3761  
[www.stlouisco.com](http://www.stlouisco.com)

## Obtaining an Ex-Parte/Full Order of Protection

### What is an Ex-Parte order of protection?

"*Ex parte* order of protection" is an order of protection issued by the court before the respondent (person you are trying to protect yourself from) has received notice of the petition or an opportunity to be heard on it. If an ex-parte order is issued, a hearing will be scheduled for 15 days later. Both the petitioner and respondent will be heard by the judge and the judge will decide if a Full Order of Protection should be issued. The full order is in place for one year.

When you respond to the Circuit Clerk's office you will be provided a safe environment with well trained staff able to assist you (petitioner) in filling out necessary paperwork to complete the petition for Orders of Protection.

You will need to provide as much information as possible about the respondent including legal name, date of birth, social security number if possible. Also be able to provide any and all addresses, including work and home, where respondent can be located in order that the ex-parte order can be served.

You will need to provide detailed accounts of all the respondents' acts of abuse.

### **St. Louis County Circuit Clerk's Adult Abuse Office**

St. Louis County Courthouse  
Plaza Level  
7900 Carondelet Avenue  
Clayton, MO 63105  
314-615-4725

### **St. Charles County Circuit Clerk's Ex-Parte Department**

300 North Second Street  
St. Charles, MO 63301  
636-949-7900 ext: 3060

### **Circuit Clerk of Jefferson County**

Jefferson County Courthouse  
P.O. Box 100  
Hillsboro, MO 63050  
636-797-5555  
1-800-748-3456

### **St. Clair County, IL County Circuit Clerk**

#10 Public Square  
Belleville, IL 62220  
618-277-2323

If you need to obtain an emergency ex-parte order and it is after normal business hours, contact your local police department and they can direct you to a police department that can issue these.

Note: If you are protected and in a safe place you may be directed to contact the appropriate office during normal business hours as they will have advocates available to assist you.