

# 2017

## Campus Safety and Security Report



## Manhattan Area Technical College

3136 Dickens Avenue  
Manhattan KS 66503  
800-352-7575 | 785-587-2800  
[www.manhattantech.edu](http://www.manhattantech.edu)

## **NOTICE OF NON-DISCRIMINATION**

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

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## **PREPARATION OF THE ANNUAL REPORT**

The Manhattan Area Technical College Annual Safety and Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Vice President of Administrative Services is responsible for preparing and distributing this report. Information about crimes, arrests, and referrals has been gathered from Riley County Police Department and from designated members of the College community. Data are gathered for all college properties and for public property surrounding the college. This report gives crime data for the previous three years, and includes policies related to campus safety and security, such as sexual assault, alcohol and other drugs, and personal safety.

This report is available at

[www.manhattantech.edu/document\\_center/download/crime\\_report/SafetyReport.pdf](http://www.manhattantech.edu/document_center/download/crime_report/SafetyReport.pdf)

Every member of the College community annually receives an email that describes the report and provides its web address. Questions about this report or requests for the report in other formats may be directed to the Vice President of Administrative Services.

## **REPORTING CRIMES AND EMERGENCIES**

Manhattan Area Technical College strongly encourages students, employees, and guests to report promptly criminal incidents, accidents, and other emergencies to the Riley County Police Department by calling 911.

Nonemergency reports of criminal actions should be reported to the Riley County Police Department at 785-537-2112. The Senior Administrative Team should also be informed of any crimes or violations of college policy. In the case of a potential student violation, reports should be made to the VP of Administrative Services for review, potential action, or inclusion in the security report.

Manhattan Area Technical College recognizes the need to track crimes and address violations at non-campus facilities that may affect faculty, staff, students, and guests. All crimes occurring at MATC facilities are to be reported to local law enforcement and to College administration.

MATC does not operate any student organizations off campus and has no college-owned off - campus housing facilities. Therefore, Manhattan Area Technical College does not monitor or report criminal activity off-campus in this report.

## **CONFIDENTIAL REPORTING**

Manhattan Area Technical College does not have a policy that allows victims or witnesses to report crimes confidentially for inclusion in the annual security report. However, Riley County Police Department offers anonymous reporting at their Crime Stoppers website at <http://www.rileycountypolice.org/programs-services/crime-prevention-programsservices/crime-stoppers>, or by phone at 785-539-7777.

## **FACILITY SECURITY AND ACCESS**

### **MAIN CAMPUS**

The MATC campus consists of eleven buildings that total approximately 84,000 square feet on 15.2 acres located at the corner of Wreath and Dickens Avenue in Manhattan, Kansas. MATC provides service to approximately 950 students and does not have campus student residences. During business hours, the college is open to students, families, employees, contractors, and visitors. Outside of business hours, access to all College facilities is by key, if issued, or by campus security.

The MATC facility is open to students and the public from 7 a.m. to 10 p.m. Monday through Thursday and 7 a.m. to 6 p.m. on Friday. Nonemployees of MATC will be asked to leave the building at closing time for reasons of security and personal safety. To request access to the facilities outside the hours of operations, contact the Vice President of Administrative Services or another College administrator.

The Head of Maintenance will unlock the facilities including the gate to the back parking lot. The nighttime custodial crew or security will secure the facility and the back gate no later than 10 p.m. Contractors, students, or other nonemployees should be accompanied during nonbusiness hours by an employee while on campus.

The Maintenance Department provides services for the entire MATC campus. The Head of Maintenance oversees the grounds maintenance and routinely monitors grounds and buildings for safety and security concerns. The Head of Maintenance provides regular updates to the Vice President of Administrative Services, who updates the Senior Administrative Team as necessary.

Closed circuit cameras are placed throughout the campus grounds and most parking lots and in the hallways of campus facilities.

### **OTHER MATC FACILITIES**

The College's Electrical Power and Distribution training site is located outside of Keats, KS, approximately seven miles southwest of the main campus. Riley County Police Department provides service to the location year round.

The College has purchased property for students in the Building Trades program to build a house that is sold when completed. Riley County Police Department provides service to the location year round. The most recent house constructed by MATC was sold in 2016.

## **SECURITY GUARD**

Manhattan Area Technical College security guards have the authority to ask for identification and to determine whether individuals have lawful business at the College. Security officers do not possess arrest power. Criminal incidents are referred to the local police, who have jurisdiction on the campus. In the event of a crime that warrants an arrest, local law enforcement will be called.

MATC provides campus security services in the evenings, Monday through Thursday when courses are in session. If you need the assistance of the security guard during an emergency or want an escort to your vehicle, call 785-212-1086.

Manhattan Area Technical College has a strong working relationship with local law enforcement. Although there is no formal written memorandum of understanding (MOU) with local law enforcement, Riley County Police Department responds to calls and periodically patrols the campus.

## **SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES**

During Convocation and Professional Development days, the MATC administration reviews and outlines the safety and security procedures in the Crisis Management Plan with all faculty and staff. During Orientations, students are presented with college safety and sexual violence prevention information. A common theme of these crime prevention and awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Focused training was provided to all employees in August 2017 from the Department of Homeland Security specific to active shooter response tactics. A certified DHS trainer instructed employees on the protocol recommended in response to an active shooter encounter. Employees were encouraged to be aware of the limited amount of response time and to develop a response plan if such an event were to occur. Scenarios of an active shooter response were discussed as part of the training.

Periodically, the local police department offers presentations regarding crime prevention and safety awareness to students and employees. In addition to programming, information is disseminated periodically to students and employees through crime prevention email bulletins, and electronic bulletin board displays. When time is a factor, information is relayed to the College community through alerts on various college communication media.

MATC is a member of the Association of Title IX Administrators (ATIXA), an organization that provides a professional association of school and college Title IX Coordinators and administrators who are interested in serving their districts and campuses more effectively. ATIXA membership provides MATC access to the resource materials, training, and legal updates on Title IX.

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## **CRIME PREVENTION TIPS**

- Avoid dark, vacant, or deserted areas; use well-lit routes.
- Avoid walking alone, especially at night. Ask a friend to go with you. Call Campus Security to accompany you around campus during evening hours.
- Be alert and aware of your surroundings at all times. Avoid wearing headsets that impair your ability to detect and respond to potentially dangerous situations.
- Never leave your purse, wallet, or valuables exposed; store them out of sight. Be especially careful with your debit and credit cards, which are very popular items among thieves because they are usually easy to steal and then use again.
- Computers and tablets are primary targets of theft. Consider the purchase of a locking security or tracking program or device.
- Park in well-lighted areas where your vehicle is visible; avoid parking next to vans or trucks.
- Keep all items out of sight, especially valuables. Remove or place CD players/cases, etc. in the trunk.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle locked at all times.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

## ALCOHOL AND OTHER DRUGS

MATC abides by the Drug-Free Schools and Communities act as articulated in the Education Department General Administrative Regulations Part 86. This pertains to employees and students. The policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on college property or during college activities.

All students are advised not to operate a motor vehicle if they are physically and/or mentally impaired due to consumption of alcohol, a controlled substance, and/or non-prescribed medicine. If the student ignores that advice the appropriate law enforcement agencies may be notified regarding the possible impairment of the driver.

**Related Documents:** Board of Regents Policy on Cereal Malt Beverages and on Service in non-Classroom Areas. Sections G.13 and G. 14. and Kansas Statute 41.719, Subsection (c), 11(f).

## RISKS OF ALCOHOL AND OTHER DRUG USE

### LEGAL CONSEQUENCES

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. These laws are strictly enforced by the Riley County Police Department and MATC administration. See the Appendix for a summary of state and local laws and penalties.

It is unlawful for students or employees to possess, use, or distribute illicit drugs or alcohol on MATC's premises or as a part of any MATC activity with the exception of alcohol as part of specific institutionally approved events. Possession, use, misuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on college grounds is illegal and expressly forbidden. Violation of the College's policy is cause for disciplinary action. Sanctions include immediate reporting to the appropriate law enforcement agencies, suspension, and/or expulsion.

### Physical consequences

**Injuries.** Drinking and drug abuse increases your chances of being injured or even killed. Alcohol is a factor, for example, in about 60% of fatal burn injuries, drownings, and homicides; 50% of severe trauma injuries and sexual assaults; and 40% of fatal motor vehicle crashes, suicides, and fatal falls.

**Health problems.** Heavy drinkers have a greater risk of liver disease, heart disease, sleep disorders, depression, stroke, bleeding from the stomach, sexually transmitted infections from unsafe sex, and several types of cancer. They may also have problems managing diabetes, high blood pressure, and other conditions. Use of illicit drugs has been associated with the following health risks:

**Anabolic Steroids** Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.

**Cocaine and stimulants, including methamphetamines** Increased blood pressure, blurred vision, insomnia, anxiety, irregular heartbeat, and death.

**Hallucinogens** Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.

**Marijuana** Irritation of the lungs, emphysema, increased heart rate, short-term memory reduced, and cancer.

**Opiates and narcotics** Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

**Sedatives** Slowed body function, drowsiness, convulsions, and coma.

**Birth defects.** Drinking and drug abuse during pregnancy can cause brain and nerve damage and other serious problems in the baby. Because it is not yet known whether any amount of alcohol is safe for a developing baby, women who are pregnant or may become pregnant should not drink.

**Substance use disorders.** Generally known as alcoholism and alcohol and other drug abuse abuse, alcohol and other drug use disorders are medical conditions that doctors can diagnose when a patient's drinking causes distress or harm. In the United States, about 18 million people have an alcohol use disorder.

*Adapted from the National Institutes of Health, U.S. Department of Health and Human Services*

### **HELP FOR ALCOHOL AND OTHER DRUG USE**

MATC encourages students and employees to consult with local agencies that provide services related to alcohol and other drug use and abuse, such as educational programs and counseling services.

Employees of Manhattan Area Technical College may want to consult the Blue Cross Blue Shield of Kansas website for more information, including an online screening assessment.  
<http://bcbsks.com/BeHealthy/DiseaseMgmt/BehavioralHealth/index.htm>

#### **Pawnee Mental Health**

Pawnee's Prevention, Treatment and Recovery Services program treats alcohol and drug addiction as a primary disease in which a holistic treatment approach must be used. An individual's mental state, physical condition, social environment, emotional and spiritual life are all considered when treating addiction.

1558 Hayes Drive Manhattan, KS 66502  
785-587-4315  
Hotline 800-609-2002  
[www.pawnee.org](http://www.pawnee.org)

#### **National Drug and Treatment Referral Routing Service**

The Referral Routing Service is a toll-free telephone number provided by the U.S. Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration's (SAMHSA) for alcohol and drug information/treatment referral assistance.

1-800-662-HELP (4357)

When you call this toll-free number, a recorded message (English or Spanish language) gives you the following options:

Speak to a representative concerning substance abuse treatment or to request printed material on alcohol or drugs.

Local substance abuse treatment referral information in your state.

### **National Institute on Alcohol Abuse and Alcoholism**

The NIAAA is one of the 27 institutes and centers that comprise the National Institutes of Health (NIH). NIAAA supports and conducts research on the impact of alcohol use on human health and well-being. It is the largest funder of alcohol research in the world.

One of their excellent publications, Rethinking Drinking, outlines risks, helps the reader identify problematic behaviors, and provides guidance to treatment options. It is available at:

[http://pubs.niaaa.nih.gov/publications/RethinkingDrinking/Rethinking\\_Drinking.pdf](http://pubs.niaaa.nih.gov/publications/RethinkingDrinking/Rethinking_Drinking.pdf)

## **SEXUAL HARASSMENT AND VIOLENCE**

Manhattan Area Technical College believes that it is the right of all students to obtain an education in an environment free from all forms of discrimination or harassment, including sexual, racial, age or disability discrimination and harassment. Any student who believes that he or she has been the subject of discrimination or harassment by any employee or by another student, or who observes such an occurrence, should report the incident to a member of the MATC professional team, who will bring it to the attention of the President, his designee, or the MATC equity representative. Sexual harassment--which includes sexual violence--is a form of discrimination, and is strictly prohibited by MATC policy and federal laws.

MATC educates students about sexual harassment and violence through mandatory sessions during orientation, and through email education and campus notices throughout the year. Information on sexual harassment and violence is outlined in the Manhattan Area Technical College student handbook on the college website. Literature on date rape education, risk reduction, and College response is available in the office of Student Affairs.

If you are a victim of sexual violence on campus, your first priority should be to go to a place of safety. You should then obtain necessary medical treatment. The MATC administration and Riley County Police Department strongly encourages victims of sexual assault to report the incident promptly. Time is critical for evidence collection and preservation. An assault should be reported directly to RCPD at 911. Assaults on campus should also be reported to a College administrator.

### Filing a police report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. Ideally, a victim of sexual assault preserves all physical evidence, and should not wash, douche, use the toilet, or change clothing prior to the medical or legal exam
- Assure that the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

Victims of sexual violence on campus may choose for the investigation to be pursued through the criminal justice system and the sexual harassment policy, or only the latter. A representative from Student Affairs can help guide the victim through the available options and support the victim in his or her decision. Victims of sexual assault on and off campus may want to consult with the resources listed at the end of this section for support and advocacy.

Student victims may request changes to their class schedules and other accommodations if such changes are reasonably available. MATC disciplinary proceedings in sexual assault cases are described in the sexual harassment policy, available online at the MATC website. The accused and the victim are each accorded the same opportunities to have a support person available during investigation interviews. Both the accuser and accused will be informed of the outcome of the hearing. A student found responsible for violating the college's sexual harassment policy

could be criminally prosecuted in the courts and may be suspended or expelled from the college for the first offense.

MATC will, upon written request, disclose to the alleged victim of a crime or violence or a nonforcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the victim is deceased as a result of the crime or offense, MATC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **RESPONSE SUGGESTIONS FOR VICTIMS**

- Find a safe environment — anywhere away from the attacker. Ask a trusted friend to stay with you for moral support.
- Know that what happened was not your fault and that now you should do what is best for you.
- Seek medical care as soon as possible.
- Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy). To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (800-656-HOPE). The hotline will connect you to your local crisis center, which can provide information on the nearest medical facility, and in some instances, send an advocate to accompany you through the evidence collection process.

### **VICTIM ASSISTANCE IN MANHATTAN, KS**

Via Christi Hospital ER

1823 College Ave  
Manhattan, KS 66502

Call 785-776-3322 and ask them to alert a sexual assault nurse examiner. You can receive medical assistance and evidence collection without having to speak with police or make legal or reporting decisions. If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.

Riley County Police Department

785-537-2112  
1001 South Seth Child Road  
Manhattan, KS 66502-3115

The Crisis Center, Inc.

For 24-hour sexual assault advocacy, safe shelter, confidential counseling, and support:  
Manhattan: 785-539-2785  
Toll free: 1-800-727-2785

## **NATIONAL TELEPHONE HOTLINES AND HELP WEBPAGES**

National Sexual Assault Hotline

800-656-HOPE (800-656-4673)

[www.rainn.org](http://www.rainn.org), [info@rainn.org](mailto:info@rainn.org)

National Domestic Violence Hotline

800-799-SAFE (800-799-7233)

[www.ndvh.org](http://www.ndvh.org), [ndvh@ndvh.org](mailto:ndvh@ndvh.org)

TTY: 800-787-3224, [deafhelp@ndvh.org](mailto:deafhelp@ndvh.org)

Child Abuse Hotline

800-4-A-CHILD (800-422-4453)

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

National STD/HIV Hotline

800-227-8922

National Hopeline Network

800-SUICIDE (800-784-2433)

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

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## RELATIONSHIP SAFETY TIPS

### 8 Tips to Stay Safe as you Head to Campus This Fall

From RAINN (Rape, Abuse & Incest National Network)

August 19th, 2013 - (Washington, D.C.) – Heading back to school is an exciting time for the more than 17 million of college students in the U.S., but new environments and new experiences present additional risks and potentially dangerous situations. Increased violence on campus is a harsh reality: college-aged students are at the highest risk of being sexually assaulted — often by someone they know. The first steps in staying safe are recognizing the risks and being proactive. Today, RAINN, the nation's largest anti-sexual violence organization, released helpful safety tips for college students headed back to school.

“With headlines of sexual assaults on college campuses frequently in the news, this year's tips are especially important for all students heading back to school,” said RAINN spokesperson Katherine Hull.

**Trust your gut & be true to yourself.** If something doesn't feel right, it probably isn't. If you feel uncomfortable in a situation, trust your instincts and leave. If someone is pressuring you, it's better to lie and make up an excuse to leave than to stay and be uncomfortable, scared, or worse. Your safety comes before someone else's feelings or what they may think of you.

**Take control of your online life.** Be mysterious online. Think twice before you share personal information. Constantly posting social media updates on your whereabouts, activities or even class schedules may allow someone to track your every move. Use your best judgment when “checking-in” on Facebook or Foursquare and geo-tagging images you post to Instagram. Remember this motto: If you would not share the information with a stranger, then you shouldn't share it online.

**Make others earn your trust.** The college environment can foster a false sense of security. Remember that you just met these people, even if it feels like you have been best friends forever. Don't assume that your new friends will definitely have your back or be looking out for your best interests.

**If you see something, say something.** If a situation seems questionable, speak up and alert others around you to it. By intervening you can prevent a crime from being committed. It can be difficult to know what to do, especially if you're feeling overwhelmed. Sometimes it helps to stop and take a deep breath. Remember, you can always contact your resident assistant or campus police or call 911.

**Be aware & stay alert.** Whether you are hanging out at a party or walking across campus, pay attention to what is going on around you. Try to take well-trafficked routes and avoid being isolated with someone that you don't know or trust. Get to know your surroundings — take notice of the blue light locations and don't be hesitant to use them if necessary. If your campus has a bus or public safety escorts that will walk you home at night, take advantage of them.

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**Make plans & be prepared.** When going out, know ahead of time who is going and plan to stay together as a group. Construct a backup plan for the day/night so that all of your friends know where to meet up if someone gets separated and/or their phone dies. Always have a designated sober friend in the group, even if they won't be driving. Be sure to check that you have everything you need before you leave — a fully charged phone, the number for a reliable cab company, enough cash to get you home, etc. Keep your phone on you at all times in case you find yourself in an uncomfortable or dangerous situation.

**Party smart.** Guard your drink at parties. Don't accept one from people you don't trust or know well. Stick to drinks you got or prepared yourself. If you happen to walk away from it, get a new one. Keep track of what you've consumed so that you can stay in control. If you feel like you're getting sick or are too intoxicated, ask to help you get to a safe place or to a hospital.

**Be a good friend.** Watch out for each other. Stick together in groups, especially when traveling from one place to the next. If a friend is acting in a way that seems out of character, take notice. If he or she is overly intoxicated or seems to need assistance, get them to a safe place and support them. If you suspect that a friend has been drugged or needs medical attention because of over-intoxication or for any other reason, call 911.

If you or someone you know has been affected by sexual violence, it's not your fault. You are not alone. Talk to someone who understands what you're going through. Help is just a call or click away via RAINN's National Sexual Assault Hotline: 1-800.656.HOPE and [online.rainn.org](http://online.rainn.org).

#### About RAINN

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization and was named one of "America's 100 Best Charities" by Worth magazine. RAINN created and operates the National Sexual Assault Hotlines (800.656.HOPE and [online.rainn.org](http://online.rainn.org)) in partnership with more than 1,100 local rape crisis centers across the country and operates the DoD Safe Helpline for the Department of Defense. The hotlines have helped more than 1.9 million people since 1994. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice. For more information about RAINN, please visit [rainn.org](http://rainn.org).

## **SEX OFFENDER REGISTRY**

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sexual offenders is maintained. It also requires sex offenders already required to register in Kansas to present notice of each institution of higher education in that state in which the person is employed, carries a vocation, or is a student.

A list of all registered sex offenders in Kansas is available from the Kansas Bureau of Investigation at <http://www.kbi.ks.gov/registeredoffender/>

## **TIMELY WARNINGS**

Manhattan Area Technical College provides timely warnings of serious crimes that have occurred on campus. Timely warnings are issued for “Clery crimes” of murder, non-negligent manslaughter, sex offenses, robberies, aggravated assault, burglary, motor vehicle theft, and arson when it is determined that there is an ongoing threat to the campus community. Timely warnings are distinct from emergency notifications in that they are issued for Clery crimes or other crimes that have been reported and pose a continuing threat to members of the campus community. As such, they are preventative and educational messages that are made in the hope that the community will be aware of potential dangers to themselves or their property.

The Senior Administrative Team determines on a case-by-case basis whether a warning will be issued, and is responsible for writing and distributing the notice. The warning may be issued through the College email system to students, faculty, and staff. Notice may also be posted on campus electronic bulletin boards, the College website, or the campus emergency notification system. MATC has requested that RCPD inform the institution about crimes that have been reported to them that may warrant the issuing of a timely warning.

Anyone with information they believe warrants a timely warning should report the circumstances to a member of the Senior Administrative Team:

President and CEO

Vice President of Administrative Services

Vice President of Student Services

## **WEAPONS ON CAMPUS**

Effective July 1, 2017, the display or “open carry” of any handgun is strictly prohibited by college policy except in defense of one’s self or an immediate third person. Display is defined as the intentional showing, presenting, exhibiting and or drawing of a handgun from a position of concealment on one’s person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events.

CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, or other parking area.

Any person(s) found to violate this policy may have their firearm seized and secured by College Security and/or Law Enforcement and will be subject to all appropriate penalties under College policy and applicable local and state laws. Please refer to policy 5.10.3 on MATC Online for additional information regarding this matter.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The College's Emergency Response Plans and Information Manual includes information about Emergency Response Teams, Incident Command Post, Triggering Events and response guidelines including shelter-in-place and evacuation guidelines. The College conducts emergency response exercises each year and tests the emergency notification systems on campus. These exercises are designed to assess and evaluate the emergency plans and capabilities of the institution. Manhattan Area Technical College has requested that Riley County Police department inform the College about situations reported to them that may warrant an emergency response at MATC.

### **GENERAL INSTRUCTIONS**

Receiving Emergency Messages: Notification will be sent through the RAVE alert system.

Sounding the Alarm: Anyone may notify emergency services by calling 911 and then calling the front desk at 587-2800.

During an emergency, your sole responsibility is to act quickly and in a predetermined manner to separate yourselves from potential harm.

During an emergency you will be given one of three specific commands:

1. Lock Down
2. Evacuate, or
3. Shelter in Place

With this in mind, it is important to think ahead and imagine how you would react to the commands listed above. This includes how you would protect yourselves and those around you. Notification to initiate any of the procedures listed below will be given via a text message alert, the telephone voice system, or by use of a runner, if safe.

### **LOCK DOWN**

A crisis situation may arise when it is prudent to lock MATC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or menacing persons.

Anyone witnessing a dangerous person has the authority to initiate a lockdown at any time deemed as necessary. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of an obvious imminent threat. While MATC has no authority to prevent students from leaving the campus, all students will be asked to report to safe areas in the event of a crisis.

### **EVACUATE**

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

- Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.
- Take your personal belongings with you.
- Classrooms and offices –close, but do not lock, all doors.
- Laboratories–turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.
- Follow the evacuation route posted in your building
- Walk quickly and calmly to the assembly point designated by your Faculty Member and alert others to do the same.
- Wait at the designated outdoor assembly point.
- Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- Notify your Faculty Member if anyone is unaccounted for from your classroom or area.

After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe or a college official announces an “All Clear.”

### **SHELTERING**

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter -in-place” staff, faculty, students, and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community.

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all MATC building occupants in the affected area will be notified via telephone public address function, email (if possible), or runners inside each building.

Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the College Administration, building occupants will be notified through the same emergency communications channels detailed below.

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## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and staff during an active shooter situation. All students are encouraged to view the video Run, Hide, Fight found by following this link: <http://www.fbi.gov/aboutus/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video1>.

### **Evacuate (Run)**

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### **Hide out**

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture
- If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **Take action against the active shooter (Fight)**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons

- Yelling
- Committing to your actions
- Call 911 if it is safe to do so. Provide as much detail as you know. Follow police instructions.

Do not expose yourself or others until notified by police that the danger has passed.

The President will make other notifications as necessary.

## CRIME DATA

Crime data for this report was obtained from Riley County Police Department and designated members of the campus community. No fire safety information is reported because there are no on-campus housing facilities at Manhattan Area Technical College.

Please see the glossary for definitions of crimes and location categories.

Report	Location	2014	2015	2016
Murder/ non-negligent manslaughter	Oncampus	0	0	0
Murder/ non-negligent manslaughter	Noncampus	0	0	0
Murder/ non-negligent manslaughter	Public property	0	0	0
Negligent manslaughter	Oncampus	0	0	0
Negligent manslaughter	Noncampus	0	0	0
Negligent manslaughter	Public property	0	0	0
Sex offenses, forcible	Oncampus	0	0	0
Sex offenses, forcible	Noncampus	0	0	0
Sex offenses, forcible	Public property	0	0	0
Sex offenses, nonforcible	Oncampus	0	0	0
Sex offenses, nonforcible	Noncampus	0	0	0
Sex offenses, nonforcible	Public property	0	0	0
Robbery	Oncampus	0	0	0
Robbery	Noncampus	0	0	0

Robbery	Public property	0	0	0
Aggravated assault	Oncampus	0	0	0
Aggravated assault	Noncampus	0	0	0
Aggravated assault	Public property	0	0	0
Burglary	Oncampus	0	0	0
Burglary	Noncampus	0	0	0
Burglary	Public property	0	0	0
Motor vehicle theft	Oncampus	0	0	0
Motor vehicle theft	Noncampus	0	0	0
Motor vehicle theft	Public property	0	0	0
Arson	Oncampus	0	0	0
Arson	Noncampus	0	0	0
Arson	Public property	0	0	0

There were no reportable hate crimes for the years 2014, 2015, or 2016.

<b>Offense</b>	<b>Location</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons: Carrying, possessing, etc. Arrests	Oncampus	0	0	0
Weapons: Carrying, possessing, etc. Arrests	Noncampus	0	0	0
Weapons: Carrying, possessing, etc. Arrests	Public property	0	0	0
Drug abuse violations Arrests	Oncampus	0	0	0
Drug abuse violations Arrests	Noncampus	0	0	0
Drug abuse violations Arrests	Public property	0	0	0
Liquor law violations Arrests	Oncampus	0	0	0
Liquor law violations Arrests	Noncampus	0	0	0
Liquor law violations Arrests	Public property	0	0	0
Weapons: Carrying, possessing, etc. Disciplinary referrals	Oncampus	0	0	0
Weapons: Carrying, possessing, etc. Disciplinary referrals	Noncampus	0	0	0
Weapons: Carrying, possessing, etc. Disciplinary referrals	Public property	0	0	0
Drug abuse violations Disciplinary referrals	Oncampus	0	0	0
Drug abuse violations Disciplinary referrals	Noncampus	0	0	0
Drug abuse violations Disciplinary referrals	Public property	0	0	0

Liquor law violations Disciplinary referrals	Oncampus	0	0	0
Liquor law violations Disciplinary referrals	Noncampus	0	0	0
Liquor law violations Disciplinary referrals	Public property	0	0	0

## APPENDICES

### GLOSSARY

**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.

**Arrest** Persons processed by arrest, citation or summons.

**Arson** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary** The unlawful entry of a structure to commit a felony or a theft.

**Destruction/Damage/Vandalism of Property** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Drug abuse violations** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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 - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Hate crime** A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The applicable categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

**Intimidation** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Liquor law violations** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining

unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**Motor vehicle theft** The theft or attempted theft of a motor vehicle.

**Murder/Non-negligent manslaughter** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** The killing of another person through gross negligence.

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

**On campus** (1)Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Property damage** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

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

**Referred for disciplinary action** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**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.

**Sex offenses – forcible** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. *Forcible Rape* - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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B. *Forcible Sodomy* - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. *Sexual Assault With An Object* - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. *Forcible Fondling* - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex offenses - non-forcible** Unlawful, non-forcible sexual intercourse.

A. *Incest* - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. *Statutory Rape* - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Simple Assault** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Weapons: carrying, possessing, etc.** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc, of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

## ALCOHOL AND OTHER DRUG STATUTES

### ALCOHOL LAWS

Kansas laws concerning alcoholic liquor are included in the Liquor Control Act, the Cereal Malt Beverage Act, the Club and Drinking Establishment Act, the Nonalcoholic Malt Beverages Act, the Flavored Malt Beverages Act, the Beer and Cereal Malt Beverages Keg Registration Act, the farm winery statutes, the microbrewery statutes, and the microdistillery statutes.

#### State and Local Regulatory Authority

The Division of Alcoholic Beverage Control (ABC) and the ABC Director, Kansas Department of Revenue (KDOR), have the primary responsibility for overseeing and enforcing Kansas alcoholic liquor laws. As part of its regulatory authority under the different liquor acts, ABC issues 17 different licenses and 5 different permits for the manufacture, distribution, and sale of alcoholic liquor. County and city governments also have considerable regulatory authority over alcohol in the state of Kansas.

**Legal Age** No person under 21 years of age shall possess, consume, obtain, purchase, or attempt to obtain or purchase alcoholic liquor (alcohol, spirits, wine, beer and every other liquid or solid containing more than 3.2% alcohol by weight) or cereal malt beverage (any fermented or undistilled liquor made from malt, but does not include any such liquor which is more than 3.2% by weight) except as authorized by law.

**D.U.I. laws in Kansas** No person shall operate or attempt to operate any vehicle when the alcohol concentration in the person's blood or breath is 0.08% or higher. It is also against the law to operate or attempt to operate any vehicle while under the influence of any drug, any combination of drugs, or any combination of alcohol and drugs to the degree it renders the person incapable of safely driving a vehicle. A law enforcement officer may request a person who is operating a vehicle to take a preliminary breath test. Refusal to take and complete the test is a traffic infraction, usually resulting in a fine. Refusal to take the breath, blood, or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and one year required use of an ignition interlock device. If a person takes the test and fails it with a blood alcohol concentration of 0.08% to 0.14%, driving privileges are suspended for 30 days followed by 180 days of mandatory use of an ignition interlock device (available only if no previous relevant convictions in any 12 month period). If the blood alcohol concentration is 0.15% or above, driving privileges are lost for one year and restricted for an additional year with the use of an ignition interlock device. Repeated violations for any of the above offenses result in a one-year suspension of driving privileges followed by mandatory use of an ignition interlock device for an additional one to ten years. Refusal of a breath, blood or urine test can result in additional criminal charges if there is a previous test refusal or a previous DUI.

#### Penalties for D.U.I. convictions

1st Conviction (Class B, nonperson misdemeanor)

- A. 48 hours to 6 months jail time and/or 100 hours of community service
- B. A minimum fine of \$750
- C. Successful completion of alcohol and drug information school and/or treatment

- D. Action taken against driving privileges as outlined above
- 2nd Conviction (Class A, nonperson misdemeanor)
- 90 days to one year jail time (must serve 5 days)
  - \$1,250 to \$1,750 in fines
  - If the sentence is less than 90 days, offender must complete an alcohol/drug treatment program
  - Action taken against driving privileges as outline above
- 3rd Conviction (Class A, nonperson misdemeanor) A FELONY if a previous conviction within 10 years
- 90 days to 1 year jail time
  - Must serve 90 days; work release can be utilized after 48 hours
  - A minimum fine of \$1,750
  - Enter into and complete alcohol/drug treatment (at court's discretion)
  - Action taken against driving privileges as outlined above

If a DUI is committed while a child under 14 years of age is in the car, the sentence is increased by one month. Also, the Court may order the offender's motor vehicle or vehicles to be impounded or immobilized for a maximum period of one year. The convicted person is accountable to pay all towing, impoundment, and storage fees or other immobilization costs.

Other costs of a DUI conviction can include: DUI permanently listed on driving record, payment of court costs, lawyer's fees, purchase of video used by police agency, payment of treatment program costs, leasing of the ignition interlock, payment of transportation costs to and from a treatment facility, and to and from an Alcohol and Drug Safety Action Education program, and being placed under house arrest. Car insurance premiums may increase or insurance may be canceled. However, car insurance premiums cannot be increased based upon a first DUI which was diverted.

**D.U.I. diversion** Every prosecutor determines which, if any, crimes s/he will allow to be diverted. Typically in Kansas, a first time DUI offense is eligible for diversion. If a person is convicted of a subsequent DUI within ten (10) years, the DUI which was diverted will be recognized by the court as a first offense for purposes of sentencing.

Manhattan City Court Diversion may include but is not limited to:

- Cost of \$1,064 to \$1,564, on diversion for one year, and 20-60 hours of community service
- During the length of the diversion, the person cannot possess or consume alcohol
- Meet with diversion officer monthly until diversion is paid off/community service is completed
- Attend and successfully complete Alcohol/Drug Information School

**Transporting an open container** Transporting an open container of alcohol is an unclassified misdemeanor. A first offense can result in a maximum fine of \$200 and/or a jail sentence of 6 months. A second conviction will result in either a suspension of driving privileges for one year, or a Judge can restrict driving privileges for one year.

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**Underage drinking (Zero Tolerance Law) and driving** It is unlawful for any person less than 21 years of age to operate or attempt to operate a vehicle in Kansas with a breath or blood alcohol concentration of 0.02% or greater. If an alcohol concentration of 0.02% or greater, but less than 0.08% is submitted, the person's driving privileges will be suspended for 30 days and restricted for 330 days on the first occurrence. On a second or subsequent occurrence, the person's driving privileges will be suspended for one year. If the blood alcohol concentration is 0.08% or higher, driving privileges are suspended for one year, and one year mandatory use of an ignition interlock device.

**Penalties for violation (Minor In Possession - MIP)**

Violation of the laws concerning possession, consumption, obtainment, purchase or attempting to obtain or purchase alcoholic liquor or cereal malt beverage by a person 18 years or more of age, but less than 21 years of age will result in a minimum fine of \$200 and suspension of driving privileges of the offender for 30 days. In addition, the court may order the offender to perform 40 hours of public service and/or attend and satisfactorily complete an alcohol educational or training program. If the offender is under 18, the offense is prosecuted under the Juvenile Offender's Code with a fine of \$200 to \$500. A law enforcement officer may request a person less than 21 years of age to submit to a preliminary breath test to determine the presence of alcohol. A diversion for MIP in the City of Manhattan will cost \$436; in Riley County it costs \$448.

**Providing beer or other alcoholic liquors to minors** Furnishing alcoholic liquor or cereal malt beverage by directly or indirectly selling to, buying for, giving or furnishing the alcohol to a minor is a class B, nonperson misdemeanor. The minimum fine is \$250. Maximum punishment could result in a \$1000 fine and/or up to six months in jail. Unlawfully hosting minors consuming alcoholic liquor or cereal malt beverage is a class A misdemeanor, punishable by a minimum fine of \$1,000 and up to one year in the county jail. Diversions are available in both Manhattan city and Riley County courts.

**False identification** (Driver's license or any other identification card) It is unlawful for any person, for any purpose, to display or have in their possession any fictitious or fraudulently altered driver's license. This is a class B nonperson misdemeanor, carrying a maximum fine of \$1,000 and a maximum 6-month jail sentence. A person cannot photograph, Photostat, duplicate or in any other way reproduce any driver's license or facsimile thereof in such a way that it could be mistaken for a valid driver's license. A person cannot display or possess a false identification of the same nature. This is a class A misdemeanor, carrying a maximum fine of \$2,500 and a jail sentence of one year. Diversion possible in Riley County (\$298/3 months)  
It is also unlawful to lend any driver's license, nondriver's identification card, or any other form of identification to any person under the age of 21 for use in the purchase or obtainment of alcoholic liquor or cereal malt beverage. Violation of this law is a class B nonperson misdemeanor.

Reproduction, manufacturing, selling or offering for sale any false identification document is a severity level 10, nonperson felony. Using a false or factitious name in any application for a driver's license or any such application is a severity level 9, nonperson felony.  
Unlawful use of a driver's licenses is a violation of Manhattan City Ordinance. No diversions are given for such offense. Penalties include a maximum fine of \$500 and \$79 court costs. If the

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offender is willing to cooperate with police by telling law officers where the false license was purchased, made, or received, \$300 of the fine could be suspended.

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### **ILLICIT DRUG USE LAWS**

Local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession, use or distribution of illicit drugs and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

The local ordinances of Manhattan, Kansas, also include prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

*This information is intended to serve as an educational tool. Exact penalties or adjudication may vary depending on the circumstances of each individual case, court location, and other mitigating circumstances.*

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