NJC

NORTHEASTERN JUNIOR COLLEGE

NJC Campus Security Information Brochure

2013 (calendar year)

TABLE OF CONTENTS

Introduction 1
Safety Tips 2
Campus Safety Begins with You 2
Personal Safety 2
Personal Property 2
Sexual Offenses 2
Driving 2
Reporting Emergencies and Criminal Actions 3
Definitions: 3
Campus 3
Emergency 3
Criminal Action 3
Disposition 3
Recording of Incident 3
Access to Campus Facilities 4
Security Considerations 4
Main Campus-North Campus-Equine Center 4
Lighting 4
Staff 4
Keyed Access System 4
Residence Halls 5
Lighting 5
Staff 5
Residence Hall Security 5
Safety Program and Services 5
Definitions of Reported Crimes 6
Criminal Homicide (Murder and Non-negligent Manslaughter) 6
The willful (non-negligent) killing of one human being by another. 6
Forcible Sex Offenses 6
A. Forcible Rape (Except "Statutory Rape") 6
B. Forcible Sodomy 6
C. Sexual Assault With an Object 6
D. Forcible Fondling 6
Non-forcible Sexual Offenses (Except "Prostitution Offenses) 6
Unlawful, non-forcible sexual intercourse) 6
A. Incest 6
B. Statutory Rape 6
Robbery 6
Aggravated Assault 7
Burglary 7
Motor Vehicle Theft 7
The theft of a motor vehicle. 7
Simple Assault 7
Liquor Law Violations 7
Drug Law Violations 7
Weapons Law Violations 7
Hate Crime 7
Crime Statistics for NJC 8
NJC Campus Statistics: 8
Timely Manner 10
Disclosure 10
Registered Sex Offender Information 10
Use of Alcoholic Beverages Policy and Programs 11

Drug Free and Alcohol Free Campus ____ 11
Description of Drug and Alcohol Abuse Education Programs ____ 11
Description of Sexual Assault Educational Programs ____ 12
Assistance for Sexual Assault ____ 12
Preventing Sexual Harassment ____ 13
College and Community Referral Services ____ 14
Off Campus Conduct ____ 14
Closing Comments ____ 14

Northeastern Junior College

Campus Security Information Brochure

Introduction

Thank you for taking time to read this Northeastern Junior College Security Information Brochure. This document details the policies and procedures that Northeastern Junior College uses to deter and respond to crimes on campus. In it, you will find listings of the measures that Northeastern Junior College has taken to help you maintain your personal safety. You will also find suggestions on how you can increase your own safety, as well as the information required by the Crime Awareness and Campus Security Act of 1990, the Campus Crime Disclosure Act of 1998, and the Campus Sex Crimes Prevention Act of 2000.

Northeastern Junior College is a residential college located on fifty acres within the city limits of Sterling, Colorado. The college property includes the main campus, North campus and the Equine Exhibition Center on the Logan County Fairgrounds. Like other small, rural community colleges, Northeastern Junior College has historically been less susceptible to many of the violent crimes more prevalent at colleges located in other areas of the country. However, neither Northeastern Junior College nor any other institution of higher education can completely isolate itself from the ills of society. No institution can guarantee that all members of its community will be free from personal attack or loss of their property. This level of absolute protection is unavailable anywhere. What should be expected is that an institution will take reasonable steps to provide a level of security that is not so restrictive as to be unacceptable, yet will promote an environment in which personal security is taken very seriously by all members of the college community.

Therefore, the College encourages you to read and understand this document. Your use of the facilities, programs and services mentioned herein, along with taking steps to increase your safety, will help you have a positive educational experience at Northeastern Junior College.

Campus Safety Begins with You

The College has made provisions to preserve and protect individuals and property by secure buildings, locked and supervised residence halls, supervised activities, security phones at each residence hall main entrance, continued monitoring of campus lighting and security staff on duty. Nothing can improve your personal safety and security better than your own prudent and reasonable actions. Take time to investigate how to access emergency services such as police, fire and ambulance. Learn about the safest and quickest routes exiting any campus building. Know how and who to report unsafe conditions and the conduct of others that are dangerous to themselves and others. Personal awareness and current campus information is your best protection against crime and accidents.

Personal Safety

- Most assaults are one-on-one. Decrease your chances of assault by walking with someone else. If a friend is not available, contact the evening security officer to arrange for him to walk you to your Residence Hall or car.
- At night, stick to well-lighted, populated areas. Avoid walking along.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to the Vice President of Student Services or the Physical Plant Director.
- Always lock you door when in your room or apartment. Don't leave the door to your room or doors to a building unlocked or propped open for friends to visit later. Make arrangements to meet them to let them into the building.
- Don't let strangers into the building or into your room.
- Do not put your address on your key ring.
- Keep emergency numbers by your phone/ plugged into your cell phone.

Personal Property

- Keep your room locked at all times, even if you will be out for "just a minute."
- Lock your bicycles with a U-type lock to a secure bicycle rack. If possible, use extra reinforcements on your U-type lock.
- Always lock your car. Do not leave tempting valuables or property visible inside your car. Lock these items in the truck.
- Don't leave books or other valuables, such as purses or backpacks, unattended for even short periods of time.
- When walking, hold your purse or backpack close to your body. Avoid carrying large amounts of money with you.
- Never let anyone else borrow your keys or your access card.

Sexual Offenses

- Most rapes occur between people who are acquaintances or friends. Awareness of the possibility that it may happen to you is the first step in prevention.
- Avoid drugs and alcohol. They impair your judgment and make you vulnerable to sexual assault.
- Go to parties with a group of friends and agree to leave together.
- Communicate your expectations and desires clearly. Hints and insinuations may lead to miscommunication. No means NO!
- If you are on a date and feel uneasy or feel that you might be in danger, trust your instincts and leave.

Driving

- Park in well-lighted areas whenever possible.
- NEVER pick up a hitchhiker!
- Do not drink and drive.
- Lock car doors at all times, even while driving.

Reporting Emergencies and Criminal Actions

It is the desire of the College to deal with the reporting of criminal actions or other emergencies that may occur on campus in an organized fashion. All emergencies or criminal actions that occur on campus should be immediately reported to the Vice President of Student Services Office located at Hays Student Center 120, 521-6608.

Definitions:

Campus

Campus is defined as any building or property owned or controlled by NJC. Campus also encompasses all public property within such area that provides immediate access to the facilities of NJC and any building or property owned, controlled or used by NJC for educational purposes, and used by students, even if it is not within the contiguous area. The campus is also defined as all residence halls owned and controlled by NJC.

Emergency

An emergency is defined as any unforeseen combination of circumstances that calls for immediate action. These circumstances can include but are not limited to, medical emergencies, natural disaster, fire, accidents, etc.

Criminal Action

A criminal action includes any act that is in violation of any city ordinance, county code, state statute or federal law.

Disposition

Upon receiving a report of an emergency or criminal action, the Vice President of Student Services or Physical Plant Director shall then contact the appropriate College employee(s) or outside agency(s) to hand the reported situation.

Recording of Incident

The incident shall be recorded by the Vice President of Student Services or Physical Plant Director in a Crime Log, which is available to the public within two (2) business days. This log shall contain the following information:

- Date and time of incident
- Person reporting incident
- Person or agency dispatched to handle incident.

Access to Campus Facilities

The College wishes to provide a safe and secure environment for its students, employees and visitors. The NJC campus and facilities are private property and the people that are allowed on campus are determined by their need to be there. Student and staff carrying a current NJC Identification Card are welcome and expected to use the campus buildings, parking and property. There are well-defined rules and procedures for use and access to all campus property. Visitors to our campus are expected to abide by the college rules to make their visit enjoyable and productive. Visitors can obtain a Student Handbook and campus map at Hays Student Center 120 during the regular workdays and hours.

Visitors must have a resident accompany them while in the building. All residence halls are locked twenty-four hours a day and access is granted only to residents, staff and accompanied visitors. Residents are urged not to compromise this critical security procedure and not allow anyone to enter a residence hall without properly checking in. Residents are accountable for their guests, their conduct and the use and access to their contracted room. Non-residents will not be allowed into the Residence halls after 11 p.m. unless prior arrangements have been made with the respective Residence Hall Director. Residents are responsible for the security of their own room and possessions and are urged to lock room doors at all times. Unknown and unaccompanied people in a residence hall should be reported immediately to hall staff, security or the city police.

All non residential buildings, classroom buildings, administration, student center and events center have posted and normal working hours. Anyone violating those hours is subject to trespass. Community events with a facility reservation are approved for access only to those buildings/rooms reserved. All non-college events on campus are urged to have at least one NJC staff person present with knowledge of phones, emergency material and equipment for the facility reserved.

Security Considerations

Main Campus-North Campus-Equine Center
The College wishes to provide a safe and secure environment for its student, employees and visitors. The following security measures are employed in an effort to create this desired environment.

Lighting
The NJC campus facilities are furnished with security lighting, particularly in areas adjacent parking lots and outdoor passageways.

Staff
The staff at NJC work in closely with the Sterling Police Department, reporting any law violators, assisting police in entering campus buildings, locating staff and students as needed. College staff members cooperate with and assist the Sterling Police Department whenever possible on investigations and crime prevention on campus. **Law enforcement on campus is conducted the same as any residential area within the city of Sterling. All law violations are reported to the police first then the college administration.**
Concerns regarding security and safety at other hours should be reported to the Physical Plant Director at 521-6642 or the Vice President of Student Services at 521-6657. Large group security is assisted by the Logan County Sheriff's Posse who are authorized to apprehend, detain and call the police for any violation of the law.

Keyed Access System
The College maintains a campus key access system. All full-time college employees receive keys, which must be used for access during closedown times. The Physical plant is to be notified if any keys are lost or stolen and doors will require re-keying if the keys cannot be located.

Residence Halls

The College wishes to provide a safe and secure environment for its students who reside in campus housing facilities. The following security measures are employed in an effort to create this desired environment:

Lighting
All Northeastern Junior college campus housing facilities are furnished with security lighting, particularly in areas adjacent to parking lots and outdoor passageways.

Staff

The college maintains a staff of 15 Residence Assistants and 2 full-time Hall Directors and 2 part-time Hall Directors. These Residence Assistants and Directors live in the Residence Halls and are specially trained to handle a variety of emergencies.

Residence Hall Security
The College maintains an ID card access system for the Residence Halls. All student housing residents receive room keys and exterior building door key cards, which are to be used for their 24 hour access to their rooms and residence hall. Students must notify the Housing Office if a key or ID card is lost or stolen. The hallway door to each room has a key lock. All residents are required to attend security briefings at the beginning of every semester, as part of housing orientation. Attendance is taken and warnings are issued to students who do not attend this orientation and an individual session is scheduled with the Housing Director.

If there is a threat to the safety of a person or actual physical harm to a person, police notification is to be immediate. Additionally, when it has been determined that there has likely been a violation of state law, (Minor in Possession, Alcohol on the Breath of a Minor, Supplying Alcohol to a Minor, Possession of a Controlled Substance, etc.) Residence Hall Directors have been instructed to notify the Sterling Police Department.

Safety Program and Services
At the beginning of each semester, all Residence Hall students are required to attend housing orientation. At this orientation, crime and security topics, such as crime prevention, date rape and campus security are covered.

During the year, educational messages and materials are posted throughout the campus. The information includes topics such as protecting yourself in your dorm, protecting yourself when walking, protecting your automobile and bicycle, and protecting yourself when driving.

The campus continues to look for ways to improve the awareness of safety among students and staff. Recently the campus developed a strategy to respond to emergency incidents if there was extreme trouble in a classroom or office area where staff needed help.

Definitions to follow are from the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

Criminal Homicide (Murder and Non-negligent Manslaughter)
The willful (non-negligent) killing of one human being by another.

Forcible Sex Offenses
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 (Except "Statutory Rape")**
   Definition: 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 hi/her temporary or permanent mental or physical incapacity. (NOTE: If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim. If no force was used or threatened, and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape.)
B. **Forcible Sodomy**
   Definition: Oral or anal sexual intercourse with another person, forcibly and/or against the 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.
C. **Sexual Assault With an Object**
   Definition: to use 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 capacity. (NOTE: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.)
D. **Forcible Fondling**
   Definition: The touching of the private body part 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. (NOTE: Forcible fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex offense committed against a victim.

Non-forcible Sexual Offenses (Except "Prostitution Offenses)
(Unlawful, non-forcible sexual intercourse)

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

B. **Statutory Rape**
   Definition: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (NOTE: If force was used or threatened, the offense should be classified as Forcible Rape, not Statutory Rape.)

Robbery

The taking, or attempting to take, anything of value under confrontational circumstances, from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault
An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration, or loss of consciousness.

NOTE: For this purpose, the following definition of weapon shall be used. This definition is taken from the Uniform Crime Reporting Handbook, 1992, page 12:

> For purposes of Aggravated Assault reporting, a "weapon" is a commonly know weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition.

Burglary
The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft
The theft of a motor vehicle.

Arson
To unlawfully and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device.

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

Liquor Law Violations
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Drug Law Violations
The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Weapons Law Violations
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. Includes violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using manufacturing, etc. silencers; and furnishing deadly weapons to minors.

Hate Crime
Also known as a bias crime defined as a criminal offense committed against a person or property which is motivated, in whole or in part by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

The following are statistics on certain reported crimes, arrests and/or referrals for campus disciplinary action that occurred on the NJC campus. For clarity, statistics are disclosed in four categories: (1) Campus (Main campus, North Campus, Equine Center); (2) Non-campus which includes any NJC owned remote facilities used for instruction; (3) Public property, which includes publicly owned sidewalks, streets or other thoroughfares and parking facilities that provide immediate access to facilities owned by NJC and are within the same reasonably contiguous geographic area of the institution; and (4) Residential facilities, which includes all of the residence halls for students affiliated with NJC. Statistics reported are between January 1, 2006 and December 31, 2007 by the local police department and campus security services.

Note: An "arrest" is defined as a person being taken into custody by a State, Local or Federal law officer.

NJC Campus Statistics:

CATEGORY	VENUE	2008	2009	2010	2011	2012	2013
CRIMINAL HOMICIDE:	On Campus**	0	0	0	0	0	0
Murder and Non-	In residence halls or other residential facilities	0	0	0	0	0	0
Negligent Manslaughter	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Negligent Manslaughter							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
SEX OFFENSES:							
Forcible	On Campus**	0	0	0	0	2	0
	In residence halls or other residential facilities	0	0	0	0	2	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Non Forcible							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
ROBBERY:							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
AGGRAVATED ASSAULT							
	On Campus**	0	0	0	1	0	1
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	1
	On public property	0	0	0	0	0	0
BURGLARY/Theft							
	On Campus**	0	0	0	1	1	7
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	1	0	7
	On public property	0	0	0	0	0	0
ARSON							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	1
MOTOR VEHICLE THEFT							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
HATE CRIMES:							
Murder/Non-negligent	On Campus**	0	0	0	0	0	0
manslaughter	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Aggravated Assault							
	On Campus**	0	0	0	0	0	0

	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Forcible Sex Offenses (includes rape)	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Arson							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Negligent Manslaughter							
	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Simple Assault							
	On Campus**	1	0	0	0	0	0
	In residence halls or other residential facilities	1	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
ARREST FOR:							
Liquor Law Violations	On Campus**	27	19	14	23	25	20
(Does not include DUI/DWI)	In residence halls or other residential facilities	27	19	14	23	25	20
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	1	0	0	0	0
Drug Related Violations							
	On Campus**	2	3	4	6	6	2
	In residence halls or other residential facilities	2	3	4	6	6	2
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
Weapons Possession							
(deadly weapons)	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
DISCIPLINARY REFERRALS:							
Liquor Law Violations	On Campus**	41	21	15	28	1	20
	In residence halls or other residential facilities	41	21	15	28	1	20
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	1	0	0	0	0
Drug Related Violations							
	On Campus**	2	3	4	5	6	2
	In residence halls or other residential facilities	2	3	4	5	6	2
	In or on non-campus building or property	0	1	0	0	0	0
	On public property	0	0	0	0	0	0
Weapons Possession							
(deadly weapons)	On Campus**	0	0	0	0	0	0
	In residence halls or other residential facilities	0	0	0	0	0	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0

The campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years can be accounted for by the fact that the geographic boundaries for reporting were greatly expanded in 1998.

** This category includes all on campus incidents, including those listed in the category below, "In residence halls or other residential facilities." Therefore, the two categories are not cumulative but duplicative.

KEY TO HATE CRIMES NOTATIONS:

Type of Bias or Prejudice

Race = ra	Sexual Orientation = s
Gender = g	Ethnicity = e
Religion=re	Disability = d

Timely Manner

The College will make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibility for student/campus activities, campus security or local law enforcement.

Disclosure
The College may disclose to the victim of an alleged crime of violence the results of disciplinary proceedings brought against a student accused of the crime without prior consent of the accused. This disclosure is limited to the alleged victim, who is informed that the information may not be disclosed to the public generally (20 USC Section 1232 g(b)(6)).

Registered Sex Offender Information
Information concerning persons who are required by Colorado law to register as sex offenders including registered sex offenders who are enrolled, employed, or volunteering at Northeastern Junior College, may be obtained from the Sterling Police Department, Centennial Square, 421 North Fourth Street Sterling, CO 80751. (970) 522-3512 or the Logan County Sheriff's Department, P.O. Box 749, Sterling, CO 80751, (970) 522-2578.

Drug Free and Alcohol Free Campus
NJC abides by a "zero tolerance" policy for drugs and alcohol. The NJC policy for Drug Free and Alcohol Free Campus is included in the current Student Policy Handbook and is made available to all students and staff per the campus web site or in hardcopy upon request. The college does not allow the possession, consumption or sale of alcohol or drugs on campus or at any college events. "Under the influence," where a person has detectable signs of using alcohol or drugs, will be considered a college violation. Any student under the legal age will be subject to the educational sanctions required by the college. Do not bring drugs or alcohol onto the campus and do not come to the campus under the influence. For counseling assistance call 521-6663.

Description of Drug and Alcohol Abuse Education Programs
The Student Services Department at NJC provides the alcohol and drug education program for the campus community. The philosophy behind the program is threefold: education, intervention and prevention. The purpose is to educate the campus community about responsible behaviors with regard to alcohol and drugs, to intervene when alcohol and or drug use interferes with a health lifestyle, and to offer lifestyle options that prevent the onset of problems which can result from irresponsible use of alcohol and use of drugs.

In addition, housing regulations at NJC prohibit the use and/or possession of alcohol or illegal drugs in college housing. The alcohol and drug education program incorporates a component that addresses this regulation and serves as part of the disciplinary and education procedure for students who violate this policy.

The Counseling and Student Life departments work closely to deliver education and prevention programs:

- The NJC Alcohol Policy is discussed during small group orientation sessions at the beginning of the fall and spring semesters.

- The CHOICES program is taught to each new on-campus resident. CHOICES is a brief alcohol abuse prevention program. This presentation occurs during the first month of the fall semester. It is presented to small groups according to residence hall and floor assignments. The Counselors, the Hall Directors and the RA's co-facilitate the program.

- During mandatory floor meetings, the RA's and the Hall Directors explain the NJC Alcohol policy to residents.

- When students are written up for alcohol violations, part of the sanction is a mandatory meeting with an NJC Counselor. During this meeting the counselor and the student discuss the incident, as well as the roll and impact that alcohol has in the student's life.

- With a Level I and a Level II Alcohol Sanction, students complete a written assessment of need. The results of this assessment are discussed with the student during the meeting with a counselor. If it is determined that additional counseling may be required, the student is referred to outside alcohol counseling service providers.

- The NJC Peer Helpers have highly visible on-going alcohol prevention and alcohol awareness programming throughout the year. They sponsor alcohol-free campus-wide events, as well as distribute material and literature for educational awareness. Displays, bulletin boards, and giveaways enhance the Peer Helper programming efforts.

- NJC Counselors make presentations in the residence halls throughout the year. Impaired Driving and Alcohol Poisoning are topics that are regularly covered and discussed with NJC residents.

- Referral: Should a student, faculty or staff member exhibit maladjusted behaviors involving the use of alcohol and/or other drugs that warrant more intensive therapy beyond the Counseling program, a referral is made to one of the local counseling agencies. Under circumstances where the policy has been violated, the college may require referral to an alcohol and/or drug rehabilitation program. Finally, under circumstances where an individual is perceived to be a danger to him/her or others as a

result of alcohol and/or drug use, the college reserves the right to involuntarily refer the individual to the appropriate treatment facility or agency.

Description of Sexual Assault Educational Programs

NJC sponsors a number of educational programs to promote the awareness of rape, acquaintance rape and other sex offenses.

- The CHOICES program is taught to each new on-campus resident. CHOICES is a brief alcohol abuse prevention program that includes components on keep oneself safe in a college social environment. This presentation occurs during the first month of the fall semester. It is presented to small groups according to residence hall and floor assignments. The Counselors, the Hall Directors and the RA's co-facilitate the program.

- The Residence Life program promotes resident assistant program preventing sexual assault. These include inviting in community resource staff to share information on keeping one safe and the risks in a college environment.

- Printed information that is available in residence halls and in the student center cover the topics of date rape, stranger rape, sexual assault and other related topics including what to do should a rape occur.

- Crime prevention tips are displayed campus wide via poster and brochures. Students that live on campus are given staying safe on campus material at the time that they arrive as part of their orientation. This also occurs for students who stay for shorter periods in the summer semester.

- Residence hall staff are trained as referral people and are knowledgeable about the college and community services available to victims of sexual assault.

- Counseling Services and the Peer Helper program conducts awareness/ education promotions throughout the year on sexual responsibility and awareness of safety issues around drinking and date rape.

- Counselors provide several lecture/discussion sessions dealing with personal responsibility and the prevention of sexual offenses for both men and women. The Counseling Center also offers a library of self help written materials that can be checked out.

- Individual personal adjustment counseling is available by request or referral in the Counseling Center, Hays Student Center 132.

- The college has a cooperative relationship with Centennial Mental Health, a social service provider for long-term assistance. The college supports the SARA House and establishes communication each year as new staff come into the college. SARA provides sexual assault awareness and prevention programs to our student population.

The college realizes the necessity of education as a prevention strategy and will continue to seek ways to deliver this message to our students.

Assistance for Sexual Assault

Northeastern Junior College encourages all student victims of rape, or any sexual offense to report such crimes to the appropriate police agency where the assault occurred. If an NJC staff member is notified or aware of such an incident, they have responsibility to assist the victim in knowing their options for reporting and to get medical attention. The victim has the right to determine whether they want to report and file charges with local police. When the local police are contacted, an officer trained in sexual assault support services as well as a rape response counselor, will respond to preserve evidence, arrange personal, psychological counseling and attend to the immediate needs of the student. Following a sexual assault the victim's physical well-being is the primary concern, Counselors on campus will provide support at the

request of the victim and confidentiality will be strictly maintained in all sexual offense cases. The college will provide the necessary support to prevent long term physical and emotional consequences.

Possible sanctions for rape, acquaintance rape or other sex offenses (forcible or non-forcible) following an on-campus formal report resulting in a disciplinary procedure may include, but are not limited to "probation, suspension, restriction or dismissal from student housing and/or the college." The victim must formally report the alleged rape to the chief student affairs officer in order for campus judicial process to move forward. The due process rights of both the alleged victim and perpetrator will be protected.

Preventing Sexual Harassment

Sexual harassment incidents must be reported to the chief judicial officer which allows the victim to file an informal or formal complaint. In student harassment incidents both the student victim and the student respondent will be asked to file statements for the judicial decision. College jurisdiction is limited to college enrollment status of any student; the victim may also consider filing legal charges. The college does not tolerate student harassment in any form. After a "one time warning" is given, any continued harassment will warrant suspension. For any alleged victim of sexual assault and harassment the college will give the victim the option of changing academic and living situation to alleviate personal distress.

College and Community Referral Services

NJC Counseling staff are available to assist any sexual assault victim to support the person with personal decisions regarding legal and medical needs. The college counselor will explain the immediate steps to be taken and the resources that are available. The counselor will assist the victim with making connections with community resources as needed and desired by the student.

Northeastern Junior College

Northeastern Junior College Counseling Center	521-6663

Sterling

S.A.R.A., Inc. (Ft. Morgan)	867-2121 or 855-440-SARA
N.E. Colorado Health Department	522-3741
Help for Abused Partners	522-2307
Centennial Mental Health	522-4392
Sterling Police Department	522-3512
Logan County Sheriff's Department	522-2578

Off Campus Conduct

The college is a part of the local community and we expect students to be good representatives of the college both on and off campus. Acceptable conduct for all students is described in the Student Code of Conduct. Jurisdiction for student legal and behavioral problems off campus/non-college activity are limited to conduct that has impact upon the college and is a violation of the Code of Conduct. A student violation of law or the Code of Conduct committed off campus that has a severe and detrimental impact on any student, staff or the college is grounds for interim suspension. The safety and security of students and staff will be considered when off campus conduct warrants college action. The college has a close working relationship with the Sterling Police Department and the Logan County Sheriff's Department to preserve and protect the citizens of Logan County and the students and staff of Northeastern Junior College.

Closing Comments

Northeastern Junior College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety and security on our campus. We hope this booklet has helped you identify those features of the campus safety program that can help you have a positive educational experience at Northeastern Junior College.

In our efforts to continual enhance our safety program we welcome your input regarding NJC's safety and security programs and services.