



# **Campus Security & Clery Information 2018 Report**

*(for the 2017 calendar year)*

## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>1</b>
<b>Safety Tips</b> .....	<b>2</b>
Campus Safety Begins with You .....	2
Personal Safety .....	2
Personal Property .....	2
Sexual Offenses .....	2
Driving .....	2
<b>Reporting Emergencies and Criminal Actions</b> .....	<b>3</b>
Definitions: .....	3
Campus .....	3
Emergency .....	3
Criminal Action .....	3
Disposition .....	3
Recording of Incident .....	3
<b>Access to Campus Facilities</b> .....	<b>4</b>
<b>Security Considerations</b> .....	<b>4</b>
Main Campus-North Campus-Equine Center .....	4
Lighting .....	4
Staff .....	4
Electronic Access System .....	4
Staff .....	5
Residence Hall Security .....	5
Safety Program and Services .....	5
<b>Definitions of Reported Crimes</b> .....	<b>6</b>
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 .....	7
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
VAWA Offenses .....	7
<b>Crime Statistics for NJC</b> .....	<b>8</b>
NJC Campus Statistics: .....	8
<b>Timely Manner</b> .....	<b>11</b>
Disclosure .....	11

<b>Registered Sex Offender Information</b> .....	<b>11</b>
<b>Use of Alcoholic Beverages Policy and Programs</b> .....	<b>12</b>
Drug Free and Alcohol Free Campus .....	<b>12</b>
Description of Drug and Alcohol Abuse Education Programs .....	<b>12</b>
<b>Description</b> of Sexual Assault Educational Programs .....	<b>13</b>
Assistance for Sexual Assault .....	<b>13</b>
Preventing Sexual Harassment .....	<b>14</b>
<b>College &amp; Community Referral Services</b> .....	<b>15</b>
<b>Off Campus Conduct</b> .....	<b>15</b>
<b>Closing Comments</b> .....	<b>15</b>
<b>Policy Statement for Annual Security Report</b> .....	<b>16</b>

- A. Definitions
- B. Education & Prevention Programs
- C. Procedures for reporting a complaint
- D. Assistance for Victims: Rights & Options
  - Resources for victims of Domestic Violence,  
Dating Violence, Sexual Assault & Stalking
- E. Adjudication of Violations
  - Confidentiality
  - Sanction & Protective Measures

<b>Missing Person's Policy</b> .....	<b>28</b>
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# Northeastern Junior College

## Campus Security & Clery Information Report

### Introduction

Thank you for taking time to read this Northeastern Junior College Security Information Report. 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, continued monitoring of campus lighting, and 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 whom 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, call the RA Walk-Back Program to arrange for an RA to walk you to your Residence Hall or car.
- At night, stick to well-lighted, populated areas. Avoid walking alone.
- 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 Coordinator of Campus Safety & Security.
- Always lock your 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 holder.
- Keep emergency numbers in 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 trunk.
- Don't leave books or other valuables, such as iPads, 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 Student ID 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.
- Heed speed limit signs and traffic control signage.
- Do not drink and drive.
- Do not text 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 113, 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 Coordinator of Campus Safety & Security shall then contact the appropriate College employee(s) or outside agency(s) to handle the reported situation.

#### **Recording of Incident**

The incident shall be recorded by the Vice President of Student Services or Coordinator of Campus Safety & Security 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 113 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/Rodeo Facilities**

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 has security lighting, particularly adjacent to parking lots and outdoor walkways. Upgrades to campus lighting have occurred, particularly along the main walkway between the cafeteria & Poole Hall

#### **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 Coordinator of Campus Safety & Security at 521-6683 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.

#### **Electronic Access System**

The College maintains an electronic access system for exterior doors. All full-time college employees receive electronic ID cards, which must be used for building access during closedown times. The Physical Plant is to be notified if any cards are lost or stolen. Interior doors may require re-keying if the lost 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:

### Staff

The college maintains a staff of 21 Residence Assistants and 2 full-time Hall Directors and 4 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 of Reported Crimes

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 his/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, severe 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 known 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 intentionally 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 severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe 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 fire arms, 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.

**VAWA Offenses**

Offenses that fall under the Violence Against Women Act (VAWA) are tracked and reported separately. These include Domestic Violence, Dating Violence, and Stalking.

## Crime Statistics for NJC

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, Applied Technology 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, 2017 and December 31, 2017 by the local police department and campus officials.

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	2012	2013	2014	2015	2016	2017
<b>CRIMINAL HOMICIDE:</b>	On Campus**	0	0	0	0	0	0
<b>Murder and Non-Negligent Manslaughter</b>	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
<b>Negligent Manslaughter</b>	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
<b>SEX OFFENSES:</b>							
<b>Forcible</b>	On Campus**	2	0	0	2	0	1
	In residence halls or other residential facilities	2	0	0	2	0	1
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
<b>Non Forcible (Rape)</b>	On Campus**	0	0	1	0	1	0
	In residence halls or other residential facilities	0	0	1	0	1	0
	In or on non-campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
<b>ROBBERY:</b>	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
<b>AGGRAVATED ASSAULT</b>	On Campus**	0	1	0	0	0	1
	In residence halls or other residential facilities	0	0	0	0	0	1
	In or on non-campus building or property	0	1	0	0	0	0
	On public property	0	0	0	0	0	0
<b>BURGLARY/Theft</b>	On Campus**	1	4	4	2	2	1
	In residence halls or other residential facilities	0	0	0	2	1	1
	In or on non-campus building or property	0	4	4	0	1	0
	On public property	0	0	0	0	0	0
<b>ARSON</b>	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	1	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	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
<b>HATE CRIMES:</b>							
<b>Murder/Non-negligent manslaughter</b>	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
<b>Aggravated Assault</b>	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	1	0	0	0	0
<b>Forcible Sex Offenses (includes rape)</b>	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
<b>Arson</b>	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	1	0	0	0	0
	On public property	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	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
<b>Simple Assault</b>	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
<b>ARREST FOR:</b>							
<b>Liquor Law Violations (Does not include DUI/DWI)</b>	On Campus**	25	46	37	14	13	27
	In residence halls or other residential facilities	25	46	31	14	13	27
	In or on non-campus building or property	0	0	3	0	0	7
	On public property	0	0	3	0	7	5
<b>Drug Related Violations</b>	On Campus**	6	3	7	16	8	4
	In residence halls or other residential facilities	6	2	4	12	3	3
	In or on non-campus building or property	0	1	0	2	3	4
	On public property	0	0	3	2	2	2
<b>Weapons Possession (deadly weapons)</b>	On Campus**	0	1	0	0	0	0
	In residence halls or other residential facilities	0	1	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
<b>DISCIPLINARY REFERRALS:</b>							
<b>Liquor Law Violations</b>	On Campus**	25	46	37	14	13	27
	In residence halls or other residential facilities	25	46	31	14	13	27
	In or on non-campus building or property	0	0	3	0	0	7
	On public property	0	0	3	0	7	5
<b>Drug Related Violations</b>	On Campus**	6	3	7	16	8	4
	In residence halls or other residential facilities	6	2	4	12	3	3
	In or on non-campus building or property	0	1	0	2	3	4
	On public property	0	0	3	0	2	2
<b>Weapons Possession (deadly weapons)</b>	On Campus**	0	1	0	0	0	0
	In residence halls or other residential facilities	0	1	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
<b>VAWA Incidents</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>		
<b>Domestic Violence</b>	On Campus	1	0	0	1		
	On Campus Student Housing	1	0	0	1		
	Non-Campus	0	0	0	0		
	Public Property	0	0	0	0		
<b>Dating Violence</b>	On Campus	1	0	0	0		
	On Campus Student Housing	0	0	0	0		
	Non-Campus	0	0	0	0		
	Public Property	1	0	0	0		
<b>Stalking</b>	On Campus	0	0	0	0		
	On Campus Student Housing	0	0	0	0		
	Non-Campus	0	0	0	0		
	Public Property	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

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. Timely warnings are also posted on our college website

**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.

## Use of Alcoholic Beverages Policy and Programs

### **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 sponsored 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 (970) 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 healthy lifestyle, and to offer lifestyle options that prevent the onset of problems that 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 Student Success Center and Student Life departments work closely to deliver education and prevention programs:

- The NJC Alcohol and Drug Policy is discussed during Freshman Seminar Classes at the beginning of the fall and spring semesters.
- The Alcohol-Wise on line program is required of each new student. Alcohol-Wise is a brief alcohol abuse prevention program. Students are to complete it during the summer months before they arrive for New Student Orientation. There is also a marijuana component and a Consent & Respect module.
- During mandatory floor meetings, the RA's and the Hall Directors explain the NJC Alcohol and Drug policy to residents.
- When students are written up for alcohol and/or drug violations, part of the sanction is a mandatory meeting with the NJC Student Guidance Coordinator. During this meeting, the Guidance Coordinator and the student discuss the incident, as well as the role and affect that alcohol and/or drugs have 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 the Guidance Coordinator. If it is determined that additional counseling may be required, the student is referred to outside alcohol counseling service providers.
- With a Level I and a Level II Drug Sanction, students complete a written assessment of need. The results of this assessment are discussed with the student during the meeting with the counselor. If it is determined that additional counseling may be required, the student is referred to outside drug 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.
- 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 Alcohol-Wise on line program is required of each new student. Alcohol-Wise is a brief alcohol abuse prevention program. Students are to complete it during the summer months before they arrive for New Student Orientation. Alcohol Wise has a component on Sexual Assault Prevention and Respect.
- The Residence Life program promotes resident assistant program preventing sexual assault. These include inviting in community resource staff to share information on keeping oneself 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 reports. 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.
- The Student Success Center staff and the Peer Helper program conducts awareness/education promotions throughout the year on sexual responsibility and awareness of safety issues around drinking/drug use and date rape.
- The Student Success Center also offers a library of self-help written materials that can be checked out.
- Individual personal adjustment assistance is available by request or by referral in the Student Success Center, Hays Student Center 104.
- The college has a cooperative relationship with Centennial Mental Health Center, a social service provider for long-term assistance. The college support S.A.R.A. Inc (Sexual Assault Response Advocates) and establishes communication each year as new staff come into the college. SARA provides sexual assault awareness and prevention programs to our student population, especially to new students during Orientation programming.

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. Support staff 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.

The college also follows lawful procedures for investigating Sexual misconduct in accordance with Title IX laws and regulations. NJC Title IX sexual assault investigators are trained through the Colorado Community College System legal counsel and through NCHERM and ATIXA.

Possible sanctions for rape, acquaintance rape or other sex offenses (forcible or non-forcible) following an on-campus formal report resulting in 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 incident must be reported to the Title IX Investigator 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. 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 Student Guidance staff are available to assist any sexual assault victim to support the person with personal decisions regarding legal and medical needs. The college Guidance Coordinator will explain the immediate steps to be taken and the resources that are available. The Guidance Coordinator will assist the victim with making connections with community resources as needed and desired by the student.

### **Northeastern Junior College**

Northeastern Junior College Student Success 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 continually enhance our safety program we welcome your input regarding NJC's safety and security programs and services.

POLICY STATEMENT FOR ANNUAL SECURITY REPORT  
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS  
ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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Northeastern Junior College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Northeastern Junior College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, NJC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Northeastern Junior College is a part of the Colorado Community College System (CCCS) and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). For a complete copy of the SBCCOE Board Policies (BP) governing sexual misconduct, visit <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. BP 3-120, Affirmative Action/Anti-Discrimination, prohibits employee sexual misconduct and BP 4-120, Prohibition of Discrimination or Harassment, prohibits student sexual misconduct.

Additionally, the Board has delegated procedural authority to the Colorado Community College System President. As a result, the pertinent CCCS System President's Procedures (SP) on Sexual Misconduct are found at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. For CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies.

All Sexual Misconduct complaints are investigated pursuant to System President's Procedures, Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

#### A. Definitions

**Consent, Unlawful Sexual Behavior**-Colorado Revised Statutes (C.R.S.) 18-3-401, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

**Sexual Assault**-C.R.S. 18-3-402, Colorado law defines sexual assault as any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or

- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Sexual Assault on a Child-C.R.S. 18-3-405, means any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim.

**Domestic Violence**-C.R.S. 18-6-800.3 means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic Violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

*Dating Violence-There is no Colorado state law on dating violence; therefore, the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.*

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

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

Stalking-C.R.S. 18-3-602, means a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Additional definitions as it relates to "Stalking" under Colorado law:

- Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
- "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.

- "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.
- "Repeated" or "repeatedly" means on more than one occasion.

**B. Education and Prevention Programs (FOR FUTURE TRACKING)**

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

The College offered the following ongoing awareness and prevention programs for students in 2017:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Alcohol-wise Marijuana-wise Consent & Respect	Due 1/17/17	Online	Alcohol, Drugs, DaV, SA
Casino Night (Mocktails)	1/20/17	HSC Pete’s Retreat	DoV, DaV, SA, Underage Drinking
International Student Orientation	2/10/17	Classroom (KH 208)	Alcohol, Drugs, DoV, DaV, SA
Valentine’s Dating	2/14/17	Ballroom	STI, SA information
Aggies Banquet	4/25/17	Ballroom	Alcohol Information
Alcohol-wise Marijuana-wise Consent & Respect	6/2/17	Online	Alcohol, Drugs, DaV, SA
International Student	8/8/18	HSC 230	Alcohol, Drugs, SoV, DaV, SA, S
Take Back the Night	8/28/17	Clock Tower	DoV, DaV, SA, S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

**C. Procedures for Reporting a Complaint**

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the NJC Human Resources Office in Walker Hall (phone: (970) 521-6730).

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Sterling Regional Med Center or Family Care Clinic of Sterling. In Colorado, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The Vice President of Student Services will assist any victim with notifying local police if they so desire. City of Sterling Police Department may also be reached directly by calling (970) 522-3512, in person at 421 N. 4<sup>th</sup> Street.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Steve Smith (Vice President of Student Services), Hays 113. (970) 521-6657.

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, that NJC acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</li> <li>7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide a copy of the Sexual Misconduct and Civil Rights Grievance and Investigation Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be</li> </ol>	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

	<p>administratively charged and what the outcome of the hearing is</p> <p><b>11.</b> Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</p>	
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<b>Incident Being Reported:</b>	<b>Procedure Institution Will Follow:</b>	<b>Evidentiary Standard</b>
Stalking	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>	<p>Stalking cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>

<p>Dating Violence</p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>	<p>Dating Violence cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>
<p>Domestic Violence</p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to</li> </ol>	<p>Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>

	accused party if deemed appropriate	
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#### D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

##### Rights Afforded to Victims-C.R.S. 24-4.1-302.5

In order to preserve and protect a victim's rights to justice and due process, each victim of a crime shall have the following rights:

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;
- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or non-secure correctional facility or program, or absconds from probation or parole.

Further, NJC complies with Colorado law in recognizing orders of protection by: letting local law enforcement know about such orders, and notifying hall directors and other persons of necessity of such orders. Any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to the Vice President of Student Services/Title IX Coordinator. A complainant may then meet with the Vice President of Student Services to develop a Safety Action Plan, which is a plan for college authorities and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.)

Protection from abuse orders may be available through an Emergency Protection Orders, C.R.S. 13-14-103.

Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

In cases involving a minor child, the juvenile court and the district court shall have the authority to issue emergency protection orders to prevent an unlawful sexual offense, or to prevent domestic abuse, when requested by the local law enforcement agency, the county department of social services, or a responsible person who asserts, in a verified petition supported by affidavit, that there are reasonable grounds to believe that a minor child is in danger in the reasonably foreseeable future of being the victim of an unlawful sexual offense or domestic abuse, based upon an allegation of a recent actual unlawful sexual offense or domestic abuse or threat of the same. Any emergency protection order issued shall be on a standardized form prescribed by the judicial department and a copy shall be provided to the protected person.

A verbal emergency protection order may be issued only if the issuing judge finds that an imminent danger in close proximity exists to the life or health of one or more persons or that a danger exists to the life or health of the minor child in the reasonably foreseeable future.

To the extent of the victim’s cooperation and consent, College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. The Student Success Center or the Vice President of Student Services will assist students with these efforts. Both are in the Hays Student Center, first floor. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log (housed in the Vice President of Student Services Office) or online. Victims may request that directory information on file be removed from public sources by request to the NJC Registrar (in the Records Office, Hays 116).

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

<b>Department</b>	<b>Location</b>	<b>Phone</b>
<b>Director of HR or VPSS</b>	<b>Walker Hall or Hays 120</b>	<b>521-6730 or 521-6657</b>

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Sterling Police	421 N. 4 <sup>th</sup> Street	522-3512
Sterling Regional Med Center	615 Fairhurst Street	522-0122
Rape Crisis Center (SARA)	418 Ensign Street Ft. Morgan	970-867-2121 or 855-440-SARA (toll free)
Victim’s Advocate	Logan County Courthouse 110 N. Riverview Rd.	
Local County Courthouse	110 N. Riverview Road	522-1572 or 522-6565

## Online State and National Resources:

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.ccasa.org/> - Colorado Coalition Against Sexual Assault

<http://ccadv.org/> - Colorado Coalition Against Domestic Violence

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

<https://www.colorado.gov/c-seap> - Colorado State Employee Assistance Program

<http://www.rainn.org> - Rape, Abuse and Incest National Network

<http://www.nsvrc.org> - National Sexual Violence Resource Center

<http://www.nrcdv.org/> - National Resource Center on Domestic Violence

<http://www.thehotline.org/> - National Domestic Violence Hotline

<http://www.survivorproject.org/> - Survivor Project (a resource for Intersex and Trans people)

<http://www.mencanstoprape.org/> - Men Can Stop Rape

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/> - Stalking Resource Center

<http://maketheconnection.net/conditions/military-sexual-trauma> - Make the Connection (Support for Veterans)

<http://www.whitehouse.gov/1is2many> - 1 is 2 Many (Focus on teens and young women ages 16-24)

<https://www.notalone.gov/> - Not Alone Together Against Sexual Assault

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

## E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. Reports of all domestic violence, dating violence, sexual assault and stalking made to any campus authority will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The College's civil rights grievance and investigation process, as well as the discipline process, will provide prompt, fair, and impartial investigation and resolution that is:

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the college finds it necessary to extend this timeline, they may do so for good cause. The college will provide written notice to the accuser and the accused of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;
- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

All college officials involved with the investigation and discipline process are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. These employees are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

After the civil rights grievance and investigation process is concluded, the findings are shared with the disciplinary authority to begin the college's discipline process.

If the accused is an employee, sanction decisions are outlined in:

- For faculty, disciplinary action will be in compliance with BP 3-20: <https://www.cccs.edu/wp-content/uploads/2012/08/BP3-20.pdf>
- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations: <https://www.colorado.gov/spb/rules-0>
- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore the appointing authority will conduct a discipline process as outlined above.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore the appointing authority will conduct a discipline process as outlined above.

If the accused is a student, SP 4-30, Student Disciplinary Procedure, applies. The procedure can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

The discipline process, in all cases, provides that:

1. The accuser and the accused each have the opportunity to meet with the CSSO, for students, or the Appointing Authority/Disciplinary Authority, for CCCS employees, authorized volunteers, guests and visitors;
2. Attend a hearing before a properly trained hearing panel or person;
3. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing; however, the complainant(s) or respondent(s) cannot be represented by an attorney or law student (legal counsel) unless civil or criminal actions concerning the particular incident in question are pending. Under those limited exceptions, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the investigator(s) forty-eight (48) hours in advance of any scheduled meeting so that the investigator(s) can notify the other party.

An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings.

4. An employee and student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure?";
5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

#### Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

## Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation(s) has occurred may lead to the initiation of disciplinary procedures against the accused individual. Examples of college sanctions may include, but are not limited to:

- For students-warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community, re-assignment to another class section including on-line, suspension, expulsion, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For CCCS employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, demotion, termination of employment, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from college, a "Cease Communications" directive, or a "No trespass" directive (PNG).

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: eviction from residence halls, suspension or expulsion from classes, reassignment of classes, ban from certain locations on campus, required sessions with Ombudsman, Counselor or LEARN Coordinator. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Northeastern Junior College.

### Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

### Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

## **Missing Student Policy and Official Notification Procedures**

Pursuant to the Higher Education Opportunity Act of 2008, the College has enacted a Missing Student Notification Policy and Official Notification Procedures that applies to Resident Students (students who reside in campus housing). If a member of the Northeastern Junior College community has reason to believe a resident student is missing, he or she should immediately notify the Sterling Police Department at (970) 522-3512. When a resident student is reported missing, the Vice President of Student Services will initiate an investigation to determine the validity of the report and determine if the resident student is missing.

Resident students may designate a confidential contact person to be notified no later than 24 hours after being determined to be missing. If no confidential contact is registered, the resident student's designated emergency contact person(s) will be contacted.

The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials in connection with a missing person investigation.

If an unemancipated student under 18 years of age is determined missing, the student's custodial parent or guardian will be notified within 24 hours, in addition to the confidential contact person.

If resident students of any age are determined to be missing for more than 24 hours, Official Notification Procedures will be followed.