



**2019 Annual Security Report**  
***for* Calendar Year 2018**

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**Northwestern Campus Safety & Security**  
10/01/2019

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# OVERVIEW:

## ABOUT THE REPORT

### **Annual Security Reports Are Published by Northwestern College**

Northwestern College publishes an annual security report for its campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The security report is published by the Campus Safety and Security Office.

### **How the Crime Statistics in this Report Are Compiled**

The crime statistics in this report have been compiled by the Campus Safety and Security Office in cooperation with the Student Life Office for all crimes reported to college officials, the Sioux County Sheriff's Department, and the Orange City Police Department. The totals include crimes reported to have occurred on campus or on public property immediately adjacent to campus (sidewalks, streets, parks, etc.).

### **How the Report is Disseminated**

The Clery Act stipulates that Northwestern College is to notify all current and prospective students, faculty and staff of the availability of this report no later than October 1 annually. The report will be located on Northwestern's campus security webpage. No later than October 1, an e-mail notification providing the URL address for the report will be sent to all current students, faculty and staff. Printed copies of the report are available upon request at the Student Life Office and the Campus Safety and Security Office.

Prospective students are notified of the availability of the report in a mailing that all prospective students receive. The report location is also linked in the prospective student section of the college's website.

Prospective employees are notified of the availability of the report in the form of an electronic link on the college's website where job openings are listed, bottom of the page:

<https://www.nwciowa.edu/employment/application/instructions>

## SECURITY ON NORTHWESTERN'S CAMPUS

Northwestern College's Director of Campus Safety and Security is responsible for campus security. The Director of Campus Safety and Security works with 14 part-time student safety and security aides. The Director of Campus Safety and Security reports to the Vice President for Student Life. Campus Safety and Security employees are not sworn or commissioned officers. They do not carry weapons. They do not have arresting authority. The Campus Safety and Security Office is located in the Ramaker Center, 2nd floor. Office hours are Monday through Wednesday, 8:00am-11:00am and Thursday through Friday from 1:00pm-4:30pm. The office phone is 712-707-7475.

The Director of Campus Safety and Security works closely with the Orange City Police Department and the Sioux County Sheriff's Department and has a written Memorandum Of Understanding (MOU) in place with both for the investigation of crimes. The Northwestern College Student Handbook stipulates that all students are required to cooperate with the Campus Security Department and student workers assigned to campus security on campus or at college-sponsored events. While on duty, the security staff is authorized by the college to:

- Respond to and assist with all security/safety concerns, requesting the assistance of law enforcement officials and other first responders as needed.
- Enter campus buildings, residence halls, parking lots and grounds to monitor campus safety and to ensure mechanical equipment is operating properly.
- Lock and unlock buildings.

- Report any criminal or suspicious activity to law enforcement authorities and/or college officials, as well as any policy violations for appropriate follow-up.
- Require any person on Northwestern property or at any college-sponsored event to show proper identification and to make a determination for the college as to whether or not that individual has a legitimate reason for being present. Security also has the authority to require any individual to vacate college property or leave a college-sponsored event. Anyone who does not cooperate will be reported to law enforcement officials for trespassing.
- Issue tickets that include monetary fines for parking and traffic violation on campus. If the fines are not paid within the time period specified, the fines will double and be billed to the student's or employee's account with the college.

In addition to the President, the Vice President of Student Life, Campus Safety & Security, the Athletic Director and the Dean for Residence Life, Residence Directors and Resident Assistants are authorized by the college to address security and safety concerns, illegal activity and violations of college policy when they occur. These individuals are authorized by the college to enter and search student residences, student lockers and other personal property belonging to the student following the protocol for searches set forth in the student handbook. The college reserves the right to conduct its searches with law enforcement officials present, as well as the right to request assistance from law enforcement officials in response to any emergency, criminal activity, or security concern on college property or at any college-sponsored event.

## HOW TO REPORT AN EMERGENCY

Emergency police, fire and medical services for all of Sioux County and Orange City are both dispatched from a combined city/county 911 service center. To summon emergency assistance:

**Dial 9-1-1** if you are calling from your cell phone.

**Dial 8-9-1-1** if you are calling from a phone located in a campus building.

As soon as it is safe to do so, please report the emergency to campus security by dialing 712-707-7475 (during office hours) or by dialing 712-395-1077. (after hours)

## GEOGRAPHY:

### ACCESS TO RESIDENCE HALLS AND CAMPUS FACILITIES

During normal operating hours, the library, classroom buildings, administrative offices, cafeteria, student center, "Hub" snack bar, and bookstore are accessible to the public. Operating hours for each facility vary depending on the activities and classes scheduled in that facility for the day.

When scheduled activities and classes end each day, security staff clear and lock buildings for the night. Buildings are unlocked each morning before the first scheduled class or activity. Buildings generally open each day by 8 a.m. and close when the last class or activity for the day is completed. Buildings remain locked when not in use.

Access to student residences is restricted to residents who live in the facility and their invited guests, to members of the college's maintenance, security, residence life and student Life staff, and to contractors hired by the college. Doors providing access to the residence hall portion of Bolks Apartments, Colenbrander Hall, Fern Smith Hall, Hospers Hall, North Suites Hall, and Stegenga Hall are locked 24 hours a day with an ID card reader. Residents in these facilities are responsible for keeping the doors to their residences locked. If an ID card or key is misplaced or taken, notify the Student Life Office immediately so the old ID card can be deactivated.

Keys to buildings and facilities are issued only to faculty, staff, and students who are determined by the college to have a legitimate need for them. Those who are issued keys are prohibited from duplicating the keys or loaning them to any other individual. If a key is lost or stolen, an immediate report should be made to the appropriate Resident Director (RD) or the Student Life Office. Faculty and staff should report lost or stolen keys to the Maintenance Department.

## **IDENTIFICATION**

All students, faculty, and staff are required to carry their official Northwestern College identification card when on college property or when attending a college-sponsored event.

## **PUBLIC PROPERTY**

Crimes that occur within public property, including thoroughfares, streets, sidewalks and parking facilities that is within the campus or immediately adjacent to and accessible from the campus will be reported.

## **OFF-CAMPUS SAFETY RISKS AND CRIMINAL ACTIVITY**

Northwestern College operates no off-campus housing or off-campus student organizations. Northwestern College cooperates with law enforcement agencies to monitor any off-campus criminal activity that may jeopardize the safety and security of the college community. Campus officials meet and communicate regularly with officials from both the Orange City Police Department and the Sioux County Sheriff's Department. Both of these agencies provide timely notification to college officials of safety or security risks in the community, and when appropriate, the college will employ its emergency notification and security advisory procedures to alert students, faculty and staff to the risk that exists. Both agencies also inform college officials of any criminal activity occurring in the community involving Northwestern students.

## **EMERGENCY RESPONSE:**

It is the goal of Northwestern College to provide faculty, staff, students, and visitors with the safest possible environment. When a significant emergency or dangerous situation requires an emergency response or an evacuation, it is extremely important that the campus community be informed in a timely manner of the actions that people should take. Therefore, Northwestern College's policy is to notify, without delay and taking into account the safety of the community, all members of our campus community as to the nature of the emergency or danger and the response necessary unless, in the opinion of the police department, doing so would compromise efforts in assisting a victim or containing, responding to, or otherwise mitigating the emergency.

Ultimate responsibility for emergency response activities and implementation of any or all elements of the Emergency Response Plan rests with the President and the Administrative Council. The Vice President for Financial Affairs is the principal officer responsible for emergency response management at Northwestern College.

The Northwestern Emergency Response Team (ERT), comprised of the Vice President for Financial Affairs, Vice President of Student Life, Director of Facilities and Operations, Director of Campus Safety & Security, Director of Environmental Health, Athletic Facilities Director, Director of Public Relations, and Director of Computing Services (or their designees) collectively are responsible for recommending emergency response priorities to the President. The College will review the emergency response plan on an annual basis to assess organizational effectiveness and update essential plan components.

When a significant emergency occurs, campus members are instructed to contact the Orange City police at 911 (8-911 from a campus phone) and Northwestern College's security department (707-7475) or cell number 712-395-1077), who then investigates the report and issues any alerts needed to protect or inform the campus community. If there is time or necessity for consultation with the Northwestern Emergency Response Team, that will occur, otherwise any member of the Emergency Response Team has the authority to initiate the alert.

Notification to students, faculty, and staff about emergency situations can be addressed in several ways -- the method(s) selected will depend on the circumstances of a particular event.

## EMERGENCY NOTIFICATION AND TIMELY WARNING NOTICES:

Northwestern College maintains close communication with local emergency management officials in order to keep the college community informed of emergencies. Depending on the nature of the situation, Campus Safety & Security, Title IX or Emergency Response Team will utilize any or all of the following methods to issue emergency notification and/or timely warning notices to keep the college community informed of important safety and security information as it becomes available:

- **NWC Alert Notification System** – This communication system allows Northwestern College to send out emergency messages via text, phone calls, email, Facebook, and Twitter. All campus email addresses and office phones are automatically sent emergency notifications. Individuals who have registered their cell phone numbers with Northwestern College, and have not opted-out of emergency notification, will also receive text and phone messages. The alert will provide notification and instructions. The system is also tied into the National Weather Service so tornado warnings for Sioux County are automatically sent out by the NWS. Because the campus is small, it is the general policy to send the alert to all areas on campus rather than segmenting the campus. Follow-up alerts are sent as needed to keep the campus community informed. Each semester Computing Services uploads the current campus contact information into the alert system, and the system is tested after the upload is complete (once per semester).
- **E-mail** – Notices and official security advisories can be sent via e-mail to the NWC e-mail address of students, faculty, and staff. All official notices and security advisories will be identified as such and will be identified as being sent from a member of the Emergency Response Team. Information regarding emergency response and evacuation procedures will be sent via e-mail annually.
- **Local Media (radio, television)** – When appropriate, announcements and advisories may be broadcast by the local media.
- **Social Media** – When appropriate, announcements and advisories may be posted on Facebook and Twitter.
- **Website Updates** – In some cases, information updates from the Emergency Response Team will be posted on the college's website.
- **Posted Copies of Notices and Advisories** – When appropriate, timely security advisories will be posted in visible locations across campus, including in residence halls. In such cases, the notices or advisories will be printed on official college letterhead and bear the signature of a member of the Emergency Response Team.

## EMERGENCY NOTIFICATIONS

Northwestern College will immediately notify the campus upon the confirmation of a significant emergency or dangerous situation involving immediate threat to the health or safety of a student, faculty or staff occurring on campus. An emergency notification will be issued as deemed necessary by Campus Safety & Security or any member or the Emergency Response Team in consultation with other campus administrators.

This consultation will take into account the safety of the campus community and determine what information to release about the situation. Campus Safety and Security along with the Emergency Response Team and/or other administrators will determine how much information is appropriate to disseminate.

Northwestern College will notify the campus community as soon as the situation is confirmed a significant emergency or dangerous situation. The only reason for not issuing such a notification would be that initiating the notification would compromise efforts in assisting victim(s), containing the emergency, responding to the emergency or otherwise mitigate the emergency.

Because of the size of the campus, it is the general policy to send the alert to all areas on campus rather than segmenting the campus. Follow-up alerts are sent as needed to keep the campus community informed.

Emergency Notifications are typically written and distributed by the Director of Campus Safety & Security and/or a member of the Emergency Response Team. Emergency Notification will use the NWC Alert Notification System explained prior.

## **TIMELY WARNING NOTICES**

Northwestern College provides Timely Warning Notices to the College community when a situation occurs within Northwestern College's Clery geography and represents a serious or continuing threat. Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The purpose of the warning is aid in the prevention of similar crimes by alerting the community about the incident and providing information on the actions people can take to diminish their chances of being victimized.

The amount and information presented in the warnings will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the Timely Warning Notice. An effort will be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely a description of the incident. While there may be examples of a Timely Warning Notice being used to identify a suspect, it is not expected that a Timely Warning Notice will lead to the arrest of the suspect if described. Rather, Timely Warning Notices are intended to inform the community of an on-going risk so they can better protect themselves and aid in the prevention of similar crimes.

Northwestern College can collect information about crime reports from local law enforcement, campus security authorities, Residence Life Incident Reports and the online Raider Reporting Center. Timely Warnings are typically issued for the following crime classifications; major incidents of arson, aggravated assault, and murder/non-negligent manslaughter, robbery, and sex offenses.

Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Safety & Security, Core Emergency Response Team and/or Title IX Team. For example, if an alleged assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwestern College community members and a Timely Warning Notice would not be distributed.

Cases involving sexual assault can often be reported long after the incident occurred, in which case there is no ability to distribute a "timely" warning notice to the community. Thus, whether to issue a Timely Warning Notice based on a reported sex offense will be determined on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety & Security and the Title IX Team. The Director of Safety & Security and Title IX Team member(s) will collaborate in reviewing reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted.



Campus Safety and Security will assess reports of property crimes and may distribute a Timely Warning Notice in the event of a pattern of crime that poses serious or continuing threat to the community. Timely Warning Notices also may be posted for other crime classifications and locations, as deemed necessary.

Timely Warning Notices are typically written and distributed by the Director of Campus Safety and Security. Vice President for Student Life and Dean of Residence Life also are authorized to write and distribute Timely Warning Notices. Timely Warning Notices will be issued to the campus community in a manner that is timely, that withholds the names of the victims as confidential, and in a manner that aids in the prevention of future similar crimes. Timely Warning Notices are distributed to the Northwestern College community via mass email to faculty, staff and students.

Northwestern College is not required to issue a Timely Warning Notice with respect to crimes reported to the Dean of Christian Formation, Associate Dean of Christian Formation and Professional Counselors in the NWC Wellness Center; RSC.

## **CRIME PREVENTION AND SAFETY EDUCATION:**

Consistent with its educational mission, the college takes an active role in educating students, faculty and staff about crime prevention and safety practices. Recommended safety practices are included in this report (p. 44-49). In addition, Northwestern offers a variety of educational awareness programs throughout the academic year. Programs on alcohol abuse prevention, sexual assault prevention, and relationship violence prevention are offered throughout the year in campus-wide programs and in residence halls.

Northwestern places a high priority on providing educational and awareness programs intended to inform all students and employees (both men and women) about the college's emergency response and evacuation policies, and to help them learn how to prevent and report crimes appropriately. Evacuation procedures are tested once per semester in the form of fire drills in both academic and student housing buildings.

The following programs were provided to new faculty and staff members in calendar year 2018:

New Staff Orientation	August 2018
New Faculty Orientation	August 2018
Residence Life Staff Training	August 2018

The following programs were provided to all students, new and returning, in calendar year 2018:

All-Hall Meetings	August 2018
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## **THE IMPORTANCE OF REPORTING CRIMINAL ACTIVITY:**

Because Northwestern College does not have its own police department, students, faculty, staff and guests are strongly encouraged to report all criminal or suspicious activity to both local law enforcement and to college officials. Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. Crimes can often occur in clusters. Prompt reporting of criminal activity enables the college and local law enforcement officials to more effectively protect the safety of the entire community. No matter how insignificant an incident might seem; the information you provide may be an important clue that may be helpful to the college and/or local law enforcement officials.

## HOW TO REPORT A CRIME TO LOCAL LAW ENFORCEMENT AGENCIES

The college's campus is located inside the city limits of Orange City, within the jurisdiction of the Sioux County Sheriff's Department. Contact information for the police and sheriff's departments is as follows:

### Orange City Police Department

125 Central Ave. SE, Orange City, IA 51041  
Emergency service: 911 (on-campus line: 8-911)  
Non-emergency phone: 712-707-4251

### Sioux County Sheriff's Department

4363 Ironwood Ave., Orange City, IA 51041  
Emergency service: 911 (On campus line: 8-911)  
Non-emergency phone: 712-737-2280  
Website: [www.siouxcountysheriff.com](http://www.siouxcountysheriff.com)

When you make a report of criminal activity to the Orange City Police or Sioux County Sheriff's Department, investigative staff will be assigned to the case. The departments generally notify the college when they are investigating an incident. At the end of each calendar year, the departments provide the college with statistical information about crimes occurring on campus that have been reported to them. The information is included in the college's annual disclosure of crime statistics.

## HOW TO REPORT A CRIME TO THE COLLEGE

If you are a victim of a crime—or if you feel threatened by suspicious activity—**your first priority should be to get to a safe place.** If you encounter a crime scene (as in the case when your car or your apartment has been broken into) you may be in danger because the perpetrator may still be in close proximity. **Do not enter the crime scene!** Instead, go to a safe place and call 911.

Any suspicious activity or person observed on the grounds of the college, in the parking lots, inside buildings, or in or around the residence halls should be reported to the Director of Campus Safety & Security (during business hours) or to the college's Residence Life Staff (after hours). In addition, you may report a crime to one of the college's officials listed below. These individuals have been authorized by the college to receive reports of criminal activity on behalf of the college. All crimes reported to these individuals will be included in the college's annual crime statistics.

## COLLEGE OFFICIALS AUTHORIZED TO RECEIVE REPORTS OF A CRIME

Name/Title	Office Location	Telephone
Andrew Van Ommeren Director of Campus Safety and Security	Ramaker Center, 2nd floor	712-707-7475
Marlon Haverdink Dean of Residence Life	Ramaker Center, 2nd floor	712-707-7200
Julie Vermeer Elliott Vice President for Student Life	Ramaker Center, 2nd floor	712-707-7200

## THE COLLEGE'S RESPONSE TO A REPORT OF A CRIME

***Please note, there are special procedures for responding to a report of a sexual assault (Page 18-32).***

For all other crime reports, the college will respond in the following manner:

1. The first concern of the college is your safety and the safety of the entire college community. If the college perceives there to be an on-going risk to you or others, the college will make an immediate report of the incident to law enforcement officials on its own behalf. Depending on the circumstances, the college will rely on law enforcement officers to determine if it is safe before allowing access to the crime scene.
2. The college will encourage you to report the incident to law enforcement officials if you have not already done so (though it is *not* required of you), and you will be offered assistance in contacting the appropriate officials.
3. Sometimes members of the community are hesitant to make a report of crime because of the fear of retaliation. The college is committed to doing everything possible to protect those who report a crime from any form of retaliation. The college may also order perpetrators (if they are students or employees of the college) to avoid contact with you. In some instances, the college may be able to keep the identity of the person reporting a crime confidential. Finally, if the circumstances warrant, the college can assist those who report a crime with obtaining a legal restraining order.
4. When you report a crime to a college official, you will be asked to provide a written statement of what you know about the incident. You may also be asked to answer questions to clarify information you have provided. The college official who takes your report is responsible to submit an official report of the incident. Copies of the report are available at the Campus Safety and Security Office (712-707-7475, located in Ramaker Center). All reports will be submitted to the Director of Campus Safety within two business days.
5. All crimes reported to the college will be investigated. The college reserves the right to enlist the assistance of local law enforcement officials in any investigation involving criminal behavior.
6. When the alleged perpetrators of a reported crime are identified as students, the investigation is the responsibility of the Director of Residence Life with the help of the Campus Safety and Security Office. Any disciplinary action will be adjudicated internally in accordance with the procedures outlined in the Northwestern College Student Handbook. Students determined to have involvement in criminal activity are subject to disciplinary action whether the incident occurred on or off campus. As required by the Clery Act, and as permitted by the Family Education and Privacy Act (FERPA), the college will inform a victim of an alleged crime of violence of the outcome of the student disciplinary proceeding against the accused when the accused has been found to be responsible and exhausted allowable appeals. Such notification will be limited to the following information: the student judiciary final determination with respect to the alleged crime of violence and any sanction that is imposed against the accused. Reporting the outcome of proceedings of non-violent crimes is not permitted under FERPA and will remain confidential.
7. When the alleged perpetrators are employees of the college, internal disciplinary action may be pursued as outlined in employee handbooks. In this case, the investigation will be the responsibility of the Director of Human Resources and appropriate supervisors and administrators.
8. Internal judicial or disciplinary measures by the college are not intended to replace or interfere with action in the criminal justice system. Victims of crimes retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the college may pursue its own internal disciplinary measures independent of whether or not criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system.
9. All reports of crimes reported to the college officials identified above will be entered in the college's daily crime log (located in the Campus Safety and Security Office) without any identifying information. In addition, the reports will be included in the crime statistics included in the annual security report.
10. If the information you provide in your report indicates there is a continuing risk to other members of the community, the college will issue timely security advisories to advise the community of the risk. These advisories will be issued in accordance with procedures outlined on page 5.

## VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and you do not want to pursue action within the college's disciplinary processes or the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the college agrees to keep your identity private but is able to use information to provide for the future safety and security of the community. Reports filed in this manner are recorded without any identifying information in the daily crime log and included as statistics in the annual security report. Students who would like more information about making a voluntary confidential report of a crime are encouraged to contact the college's residence life department.

## PASTORAL AND PROFESSIONAL COUNSELORS

As a result of the negotiated rule-making process that followed the signing into law of the 1998 amendments to the Clery Act, 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "pastoral counselors" and campus "professional counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a *voluntary confidential basis* (see above) for inclusion into the annual crime statistics.

### Counselors are defined as:

*Pastoral counselor:* An employee of an institution who is recognized by the NWC community as someone who provides confidential counseling and spiritual guidance.

**Mark De Younge, Dean of Christian Formation**  
Ramaker Center  
(712) 707-7191

**Dr. Barb Dewald, Assoc. Dean of Christian Formation**  
Ramaker Center  
(712) 707-7192

*Professional counselor:* An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

**Dr. Sally Oakes Edman, Psychologist**  
NWC Wellness Center, RSC  
(712) 707-7321

## LEGALLY MANDATED REPORTING

There are instances when the college official taking a report of a crime may be legally mandated to report the incident to law enforcement officials. Examples include:

- Health care practitioners at the Wellness Center are legally mandated to report any incident for which they provide treatment to an individual suffering from wounds inflicted by a firearm or resulting from an assault or abuse.
- Educational administrators, teachers, counselors and clergy are required by law to make a report anytime they become aware of any abuse being perpetrated on a minor child.

If during the course of receiving a criminal report, college officials become aware there is an imminent threat to someone's safety, they must take appropriate steps to protect that person— which may include making a report to appropriate law enforcement officials someone's safety, they must take appropriate steps to protect that person— which may include making a report to appropriate law enforcement officials.

# **POLICY STATEMENTS:**

## **DRUG AND ALCOHOL POLICIES**

### **Alcohol**

The abuse of alcoholic beverages is contrary to biblical principles in which life, health and one's rational powers are sacred trusts that must not willfully be destroyed or impaired. While recognizing the principle of individual Christian liberty in certain areas of behavior not specifically prohibited in Scripture, Northwestern believes it is for the good of the community as a whole that all members agree to abide by a policy that calls for the discipline of abstinence on campus, in off-campus housing, and at off-campus college events, or while officially representing the college.

### **Principles**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

This policy is in force to a) ensure a campus climate where abstinence is respected as a pattern for all of life and b) to counteract the effect of peer pressure that leads some to engage in the misuse or abuse of alcohol.

### **Alcohol Regulations**

The following regulations will be followed in implementing this policy:

1. The possession or use of alcoholic beverages on college-owned property, in off-campus housing, or at college-sponsored activities, functions, trips, etc., (on or off campus) is forbidden. On college-owned property, the presence of any alcoholic beverage container will be interpreted the same as actual possession by those in the area where the container is found. Any member of the college community found in violation of this policy will be subject to discipline.
2. Any member of the college community who is found on-campus and gives clear evidence of intoxication (i.e. incoherent speech, lack of physical coordination) or creates a disturbance on campus related to the consumption of alcohol will be subject to discipline.
3. An off-campus social event sponsored by a college organization or group, an event advertised on campus, or an event in any way related to the college shall be subject to the on-campus regulation.
4. Students who are underage should be aware they are violating the law if they consume alcoholic beverages. This fact is taken into consideration during the disciplinary procedure. Students can face campus discipline for on-campus or off-campus underage drinking. In accordance with Title II of public law 101-542, Crime Awareness and Campus Security Act of 1990, statistics will be kept on the frequency of underage liquor law violations on the Northwestern campus.
5. If the student who has been misusing alcohol seeks help from the college, the college reserves the right to suspend normal disciplinary action. A student seeking assistance for a substance abuse problem is encouraged to seek out a faculty/staff member. That faculty/staff member will assist the student in finding appropriate treatment and follow-up care. Professional confidentiality will be maintained. In special cases, such as the safety of the individual and community, the limits of confidentiality may need to

be extended past the initially involved parties. The difficulties of freeing oneself from alcohol abuse are well known, and the college wants to surround the person with the best possible support to deal with this problem.

6. Northwestern College subscribes to the concept of a “Good Samaritan” policy. In the event that a Northwestern
7. College student is in physical or emotional danger due to the abuse of alcohol or drugs, a fellow student who chooses to intervene in the situation to guarantee the safety of the affected student may be absolved from formal discipline sanctions.

### **Sanctions for Alcohol Policy Violations**

Students found in violation of the policy for the first time will be required to complete a minimum of three hours of community renewal, as well as an educational component, and may be asked to go through an alcohol assessment with a local drug and alcohol counselor and be required to follow through with any recommended treatment. Students found in violation of the policy a second time will be required to complete an alcohol assessment with a local drug and alcohol counselor, follow through with any recommended treatment from that assessment, complete a more significant educational component, and complete a minimum of five hours of community renewal. Students found in violation of the policy a third time will be recommended to the VP for Student Life for dismissal from the College.

### **Illegal Drug Regulations**

The use or possession of illegal drugs will not be tolerated at Northwestern College or any college-sponsored event. The possession, sale, manufacture or distribution of any controlled substance is illegal in Iowa. These laws are strictly enforced at Northwestern by the VP of Student Life, the Dean of Residence Life, resident directors, coaches and administrators responsible for events and activities. Violators will be reported to law enforcement authorities and subject to college disciplinary action, criminal prosecution, fine and imprisonment.

The use of illegal or hallucinogenic drugs or intoxicants and the misuse of prescribed and over-the-counter drugs are destructive to the welfare of students. The illegal possession and the disposition or use of drugs, except as directed on over-the-counter drugs or as prescribed by a medical doctor, is prohibited.

### **Sanctions for Drug Policy Violations**

1. Any student who gives evidence of illegal possession, improper disposition, or use of drugs on or off campus shall be subject to dismissal by the Vice President of Student Life and may be reported to the proper legal authorities. The presence of these drugs will be interpreted as possession.
2. A student who gives evidence of illegal possession or use of drugs or intoxicants will be required to identify the individual from whom they were secured. Should the source identified be a student at Northwestern College, he or she shall be dismissed.
3. If a student who has been taking drugs seeks help from the college, the college reserves the right to suspend normal disciplinary action. Any student seeking assistance for a substance abuse problem is directed to go to the Wellness Center or other agreed-upon arrangements. Professional confidentiality will be maintained. In special cases, such as the safety of the individual and community, the limits of confidentiality may need to be extended past the initially involved parties. The difficulties of freeing oneself from a drug habit are well known, and the college wants to surround the person with the best possible support during the crucial period of withdrawal. Therefore, he or she will be expected to accept such help as is determined necessary after consultation with the counselors or other agreed-upon arrangements.

### **Summary of Federal & State Laws and Sanctions Regarding Drugs**

**Possession** of controlled substances, such as narcotics, stimulants, depressants or hallucinogens, carries criminal penalties including imprisonment up to 20 years and fines up to \$10 million under federal laws, depending on the

type and quantity of drug and whether it is a first or subsequent offense. Moreover, personal property may be forfeited and federal benefits, such as student loans and grants may be denied on the first offense. Under State of Iowa and local laws, simple possession is a serious misdemeanor and criminal penalties may include up to a year imprisonment and/or a fine of up to \$1,875.

While Marijuana has become legal in some states, it remains illegal to manufacture, possess, consume, or distribute this substance in the state of Iowa.

**Drug Paraphernalia:** No person may use, possess, manufacture, or deliver drug-related paraphernalia. Drug-related paraphernalia is defined to be all equipment, products, and materials of any kind which will be used, intended for use or designed for use with regard to drugs in any manner.

**Trafficking** in a controlled substance carries criminal penalties including imprisonment up to life and fines up to \$20 million for an individual under federal law, depending on the type and quantity of the drug and whether it is a first or subsequent offense.

Under State of Iowa and local laws, trafficking an illicit drug carries criminal penalties of up to 50 years in prison and up to \$1 million in fines, depending on the type and quantity of the drug. Subsequent violations can triple the imprisonment sentence and fine. Moreover, there are special penalties for trafficking to minors.

### **Suspension of Financial Aid for Drug-Related Offenses**

Section 484(r), Higher Education Act of 1965, outlines that a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified below:

#### **If convicted of an offense involving:**

**The *possession*** of a controlled substance: Ineligibility period is:

First offense ..... 1 year  
Second offense ..... 2 years  
Third offense ..... Indefinite.

**The *sale*** of a controlled substance: Ineligibility period is:

First offense ..... 2 years  
Second offense ..... Indefinite.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when they successfully complete a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make a student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following 3 options:

1. Successfully completing a rehabilitation program (as described below, which includes passing two unannounced drug tests from such a program);
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

## Summary of State Laws and Sanctions Regarding Alcohol

No one can have open containers of alcohol in a motor vehicle on a public street. Violation results in a fine of \$200.

No one can use or consume any alcoholic beverage on a public street. A court appearance is required.

No one can use or consume any liquor at an elementary or secondary school or on any elementary or secondary school premises.

No one can be intoxicated or simulate intoxication in a public place. A court appearance is required.

A person under age 21 cannot have any alcoholic beverage in his/her possession or control except in a private home with the knowledge, consent and presence of the parent or guardian. Violation results in a fine of \$200. Second offense: Unscheduled misdemeanor punishable by fine of \$500 and shall have an abuse evaluation or loss of driver license for no more than one year. Third offense: Unscheduled misdemeanor punishable by fine of \$500 and suspension of driver license, not to exceed one year.

No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge, consent and presence of a parent or guardian).

No person can misrepresent their age for the purpose of obtaining alcohol.

*The penalty for the violation of any of the above crimes is up to 30 days in jail or up to a \$200 fine, except if someone gives alcohol to a person 19 or 20, and the "supplier" is under 21 the offense is a simple misdemeanor, while if the "supplier" is 21 or over the offense is a serious misdemeanor.*

No one shall operate a motor vehicle on a public street while intoxicated.

*The penalty for OWI varies depending on whether it is a first offense, second offense, etc. For the first offense, the penalty is 48 hours in jail and, generally, a fine of about \$1,250. There is also a loss of driver's license privileges for roughly 6 months. For the second offense, the penalty is a minimum of 7 days in jail but not to exceed two years as well as a minimum fine of \$1,875 but no more than \$6,250 and loss of driver's license for a minimum of one year. For the third offense, the penalty of a minimum of 30 days in jail but could be up to a 5-year incarceration, a minimum fine of \$3,125 but not more than \$9,375 and loss of driver's license for 6 years.*

*Also a person under age 21 is subject to the "zero tolerance" law which went into effect July 1, 1995. For example:*

- "Zero Tolerance" is at least .02 blood alcohol content (BAC).
- .02 BAC can result from one beer or drink—or less.
- Any driver under 21 who is stopped and tests as little as .02 BAC will lose his/her driver's license for at least 60 days for the first offense.
- If a driver refuses to take the BAC test, the driver's license will also be suspended for one year.
- No school or work driving permit will be allowed.
- Cost of the Drinking Driving Course is approximately \$100, to be paid by the offender.
- Subsequent violations will result in license revocation for a minimum of 90 days with no school or work driving permit.

### List of Health Risks

Alcohol is the most abused drug in society as well as on college campuses. Nearly 88,000 people die from alcohol related causes annually, making it the third leading cause of preventable death in the United States. Each year, college students account for 1825 of those deaths. The majority of health and social problems contributed to alcohol come from binge drinking. The National Institute on Alcohol Abuse and Alcoholism defines binge drinking as a pattern of drinking that brings a person's blood alcohol concentration (BAC) to 0.08 grams percent or above. This typically happens when men consume 5 or more drinks, and when women consume 4 or more drinks, in about 2 hours. Over 24% of the population ages 18 or older report that they have engaged in binge drinking in the last month.



According to the Centers for Disease Control and Prevention (CDC), Binge drinking is associated with many health problems, including unintentional injuries (e.g., car crashes, falls, burns, drowning), intentional injuries (e.g., firearm injuries, sexual assault, domestic violence), alcohol poisoning, and sexually transmitted diseases. The National Institute on Drug Abuse (NIDA) reports that alcohol abuse costs the United States \$235 billion in costs related to crime, lost work productivity, and healthcare.

The CDC also reports that 9.2% of the population 12 years of age and older have used illicit drugs in the last month. The NIDA calculates the cost to the United States to be \$193 billion in costs related to crime, lost work productivity, and healthcare. The health risks associated with the use of illicit drugs are numerous and vary depending on the type of substance used. Many of them are discussed in the chart below. However, the risk of overdose is a concern for almost all illicit substances. Overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illicit drugs are uncertain.

Continued use of alcohol and illicit drugs can lead to an alcohol or substance use disorder. This is defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) as a problematic pattern of alcohol or substance use leading to clinically significant impairment or distress. Signs of the disorder include increased tolerance (requiring more and more of a drug to get the same effect), continued use despite persistent or recurring problems with interpersonal relationships, employment, or the legal system, or withdrawal (a painful, difficult and dangerous symptom when stopping use of alcohol or drugs).

The following is a chart of alcohol and illicit drugs that are commonly abused. The chart is based on information from the National Institute on Drug Abuse and lists drug names, how they're administered, and potentially harmful health risks. Additional information can be found at: [www.drugandalcoholabuse.com/commonly-abused-drugs-chart/](http://www.drugandalcoholabuse.com/commonly-abused-drugs-chart/)

## **Drug and Alcohol Counseling and Treatment Programs**

In addition to Northwestern's Wellness Center, various agencies provide prevention programs and will assist our students and employees who may need counseling for drug and alcohol abuse problems.

Rosecrance Jackson Centers  
19 Lincoln Street SE  
Le Mars, IA 51031  
712.546.7868

Keystone Treatment Center  
1010 E 2<sup>nd</sup> St  
Canton, SD 57013  
605.987.2751

Seasons Center for Behavioral Health  
147 South Main Street  
Sioux Center, IA 51250  
1.800.242.5101

New Life Treatment Center  
130 Dakota St.  
Woodstock, MN 56186  
507.777.4321

## **MISSING PERSONS POLICY AND PROCEDURES**

The purpose of this policy is to establish procedures for Northwestern College to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the college for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life-threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Campus Safety and Security Office (712-707-7475), which will conduct an investigation to determine whether the student is missing in accordance with this policy. If a missing student is under 18 years of age, the college is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the college in addition to the emergency contact person identified by the student.

Northwestern College will also notify the Orange City Police Department and the Sioux County Sheriff's Department after the student is determined to be missing, as well as to initiate the college's NWC Alert System. All resident students will also have the opportunity to designate an individual or individuals to be emergency contacts who will be notified by NWC no more than 24 hours from the time the student is determined to be missing. The designation of emergency contact will remain in effect until changed or revoked by the student.

### ***Procedures:***

- Any and all reports of missing students shall be directed to the Campus Safety and Security Office at 712- 707-7475 or to 712-395-1077 (after hours).
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Campus Safety and Security Office and Residence Life Office will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
- Notification will be made to the Vice President of Student Life or his/her designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact once it's determined that the student is missing. All confidential emergency contact information is to be on file with Residence Life.
- In the event the student is under 18 years of age or is not emancipated, the college shall make notification to the custodial parent or guardian immediately.
- If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Orange City Police Department and the Sioux County Sheriff's Department. These departments will launch their missing persons' protocol.
- NWC Alert will be initiated.
- The Dean for Student Life's Office shall initiate whatever actions deemed appropriate and in the best interest of the missing student
- Northwestern College administration will be notified in accordance with this policy.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE DATING VIOLENCE, AND STALKING; PREVENTION AND RESPONSE**

Northwestern College is committed to providing a working, learning, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination is contrary to the standards of the college community, as it violates an individual's fundamental rights and dignity as a person made in the image of God. Northwestern

College considers sex discrimination in all its forms to be a serious offense and it will not be tolerated. The college is dedicated to preventing and educating all students, faculty, and staff regarding all forms of sexual misconduct. This policy refers to all forms of sex discrimination, including but not limited to: unfair treatment based on sex, sexual harassment, hostile environment harassment, sexual assault, sexual misconduct, sexual exploitation, domestic violence, dating violence, and stalking by other students, employees, or third parties

For the purposes of this report, information regarding Northwestern’s policies on sexual assault, domestic violence, dating violence, and stalking will be presented. Information on all other forms of sex discrimination may be found in the **Title IX Sexual Assault and Discrimination Policy, available in its entirety at <http://www.nwciowa.edu/titleIX>.**

## EDUCATION AND PREVENTION PROGRAMS

Northwestern places a high priority on providing educational and awareness programs intended to inform all students and employees (both men and women) about the college’s policies, and to help them learn how to prevent dating violence, domestic violence, sexual assault, and stalking. Literature about these topics is available at the Wellness Center.

**Title IX prevention and awareness programs** were provided to new faculty and staff members in calendar year 2018:

New Staff Orientation	August 2018
New Faculty Orientation	August 2018
Residence Life Staff Training	August 2018
Full Faculty	November 2018

**Title IX ongoing prevention and awareness programs** were provided to all students, new and returning, in calendar year 2018:

All-Hall Meetings	August 2018
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Starting in school year 2014-2015, 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 employees 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 in the State of Iowa;
- Defines what behavior and actions constitute consent to sexual activity in the State of Iowa;
- Provides a description of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of all other information contained in the Annual Security Report in compliance with the Clery Act.

## REDUCING THE RISKS OF SEXUAL ASSAULT

With no intent to blame victims, and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org/](http://www.rainn.org/)):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (OCPD can be reached by calling 911).
- Don't leave your beverage unattended at any time. If you've left your drink alone, just get a new one.
- Don't accept beverages from people you don't know or trust. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (OCPD can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try.
- Remember that being in this situation is *not* your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is *always* a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you?

## **TITLE IX SEXUAL ASSAULT AND DISCRIMINATION POLICY**

### **Statement on Non-Discrimination**

Northwestern College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, or employment in its programs and activities. Northwestern College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, the Age Discrimination in Employment Act of 1975, and Section 504 of the Rehabilitation Act of 1973. To ensure compliance with these and other federal and state civil rights laws, Northwestern College has developed policies and procedures that prohibit sex discrimination in all of its forms.

### **Guidance on Reporting**

Northwestern College encourages persons who have experienced any form of sexual harassment or sexual misconduct to report the incident promptly, to seek all available assistance, and where appropriate, to report the incident to local law enforcement. Helpful resources are also available at the Office for Civil Rights, United States Department of Education or at [www.notalone.gov](http://www.notalone.gov). Northwestern College takes reports of sexual discrimination, harassment and misconduct very seriously and will work with all parties to ensure their safety and to investigate and adjudicate the situation.

All college employees have a duty to report, unless they fall under the “Confidential Reporting” section below in Section 3. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Title IX Investigators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal college action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Title IX Investigator(s), who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy. [Additionally, anonymous reports can be made by victims and/or third parties. Note that these anonymous reports may prompt a need for the institution to investigate.]

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information listed below in section 3.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual harassment or sexual misconduct of which they become aware, is a violation of college policy and can be subject to disciplinary action for failure to comply with college policies.

#### **Office Where a Complaint or Report May be Filed**

Northwestern College encourages those who have experienced sex discrimination, including sexual assault, to report these offenses to a responsible employee, who in turn may report the incident to the Title IX Coordinator.

#### **Title IX Coordinator**

Deb Sandbulte, Dir. of Human Resources  
101 7th St. SW  
Zwemer Hall  
Orange City, IA 51041  
712-707-7224 (office)  
712-441-4246 (cell)  
[debf@nwcsiowa.edu](mailto:debf@nwcsiowa.edu)

#### **Deputy Title IX Coordinator (in the event the coordinator acts as an investigator)**

Earl Woudstra, Director of Athletics  
208 8th St. SW  
Rowenhorst Student Center (RSC)  
Orange City, IA 51041  
712-707-7292 (office)  
712-737-7115 (cell)  
[earl@nwcsiowa.edu](mailto:earl@nwcsiowa.edu)

## **Title IX Investigators**

Julie Elliott, Vice President for Student Life  
101 7th St. SW  
Ramaker Center  
Orange City, IA 51041  
712-707-7204 (office)  
484-318-9063 (cell)  
[julie.elliott@nwcsiowa.edu](mailto:julie.elliott@nwcsiowa.edu)

Marlon Haverdink, Dean of Residence Life  
101 7th St. SW  
Ramaker Center  
Orange City, IA 51041  
712-707-7205 (office)  
712-454-0328 (cell)  
[marlon@nwcsiowa.edu](mailto:marlon@nwcsiowa.edu)

## **Guidance on Taking Immediate Action**

The college encourages victims of sexual discrimination, harassment and/or violence to talk to somebody about what happened—so victims can get the support they need, and so the college can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These persons are designated as “Responsible Employees (confidential)” below.
- Other employees are required to report all the relevant details of an incident to the Title IX Coordinator. A report to these employees [designated “Responsible Employees (non-confidential)” below] constitutes a report to the college—and may obligate the college to investigate the incident and take appropriate steps to address the situation. The Title IX Coordinator will maintain confidentiality if requested by a complainant unless the following conditions exist:
  - Increased risk of additional violence and/or sexual misconduct by the alleged perpetrator.
  - History of threat, pattern, or predation
  - Presence of a weapon.
  - Underage victim (under age of consent).
  - Evidence can be obtained by other means (cameras, physical evidence)

This policy is intended to make members of the college community aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence and/or discrimination. The college encourages victims to talk to someone identified in one or more of these groups.

### **Responsible Employees (confidential)**

- Northwestern College Wellness Center
  - *Dr. Sally Oakes Edman, Psychologist*
  - *Joan Andres, Counselor*
  - *Dr. Michelle Van Wyhe, Nurse Practitioner*
- *Northwestern College Campus Ministries*
  - *Patrick Hummel, Director of Missions*
  - *Dr. Barb Dewald, Associate Dean for Christian Formation*
  - *Mark De Younge, Dean of Christian Formation*

### **Responsible Employees (non-confidential)**

- Northwestern College Office of Human Resources
  - *Deb Sandbulte, Director of HR*
- Northwestern College Student Life Office (Resident Assistant, Resident Director, Dean of Residence Life, or Vice President for Student Life)
  - *Lindsay Hubbell, Fern Smith RD*
  - *Kendall Stanislav, Assistant Director of Residence Life and Bolks and Courtyard Village RD*
  - *Cody Hughes, Colenbrander Hall RD*
  - *Michael Simmelink, Hospers Hall RD*
  - *Celeste Ryan, Stegenga Hall RD*
  - *Tyler Zeutenhorst, North Suites RD*

- *Marlon Haverdink, Dean of Residence Life*
- *Julie Elliott, Vice President for Student Life*
- Director of Campus Safety and Security
  - *Andy Van Ommeren*
- Northwestern College Athletic Director
  - *Earl Woudstra*
- Any other faculty or staff member

#### Other Resources

- Orange City Police Department (911)
- Orange City Area Hospital (712-737-2000)
- Family Crisis Center (1-800-382-5603)
- CAASA: Centers Against Abuse & Sexual Assault [www.caasaonline.org](http://www.caasaonline.org)

A victim of sexual assault should seek medical attention and should attempt to preserve evidence. The victim should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed; but if they are, bring all the original clothing to the hospital in a paper bag, as plastic bags may damage the evidence. When necessary, the victim should seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after the medical examination. Finally, items in the room or other specific locale in which the assault took place should not be disturbed.

Upon request, by either party, Northwestern College will help to prevent any unwanted contact between the complainant and the accused, for example, by making reasonable changes to academic schedules or housing assignments. Also upon request, the campus authorities may notify and seek assistance from the local law enforcement.

Northwestern College also recommends and encourages victims involved in such incidents to seek counseling and/or identify a support person. A support person plays an important role in providing personal encouragement to a victim in a crisis situation. Information regarding counseling options, both on campus and in the community, can be obtained from the Wellness Center, located in the Rowenhorst Student Center, or the Student Life Office, located in Ramaker Center, 2nd floor.

#### **TITLE IX Grievance Procedure**

Any person at Northwestern College who believes that s/he has been subject to sex discrimination or assault (the “complainant”) by a Northwestern College student, faculty, staff, or outside third party is encouraged to promptly take the following actions:

- a. Report the incident to a responsible employee. (See #4 for information about confidentiality).
- b. The information shall be brought to the Title IX Coordinator or to one of the Title IX investigators: the Dean of Student Life, the Director of Residence Life, and the Athletic Director.
- c. The Title IX Coordinator or designee will meet with the complainant to explain their rights and options and the method by which the investigation will be conducted.
- d. The Title IX Coordinator or designee will provide information about the formal reporting options and policies governing confidentiality, describe the rights of the victim regarding orders of protection (no contact orders, restraining orders), and explain how each reporting option works.

**Institutional complaint** – An institutional or criminal complaint initiates the investigation procedures by the Title IX Coordinator and the Title IX Investigator.

The institutional complaint should provide the following information:

- a. The names, addresses and telephone numbers, if available, of the complainant and respondent;
- b. Specific acts alleged, including dates, times, and locations;
- c. Names of any potential witnesses, including addresses and telephone numbers, if available;
- d. Actions taken by any party to address the discrimination, if any.

**Criminal complaint** – Each complainant has the option to notify or to decline to notify local police

### **Investigation Procedures**

The following procedures will govern all investigations of complaints alleging violations of this policy. Northwestern College reserves the right to deviate from these procedures when such deviation is necessary to ensure appropriate processing of the investigation. Should the Title IX Coordinator be unavailable to oversee the process and coordinate the process, his/her designee will act instead.

- a. An investigation into the report shall be conducted by a Title IX Investigator. The investigation should be conducted as quickly as possible, typically within 7-14 work days or within a reasonable amount of time required to complete the investigation.
- b. If law enforcement is involved, the college may delay its investigation for 7-10 work days while police engage in a legal investigation.
- c. The purpose of the college investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. During the course of an investigation, the investigating office will work collaboratively with other college offices to ensure that the investigation is handled properly and thoroughly.
- d. If the complainant or the respondent is under 16 years of age, their parent or legal guardian will be notified of the complaint via phone, e-mail or U.S. mail and we will notify the local police department.
- e. The investigation should include interviewing the complainant and the respondent, as well as any relevant witnesses.
- f. In conducting the investigation, the appropriate administrator or their designee may interview the complainant, the respondent, and other persons believed to have pertinent factual knowledge. He/she will take appropriate steps to ensure the confidentiality of the investigation and protection of all parties.
- g. During the investigation, the complainant and respondent are each entitled to have an advisor of choice present in the room. That advisor must be eligible; for example, a person who will be called as a witness may not serve as an advisor. The advisor must also be available to attend meetings when called. The advisor is expected to refrain from interference with the college investigation and resolution, and to respect and preserve confidentiality throughout the process.
- h. In all procedures involving allegations of violations of this policy, regardless of any language found within any applicable policy, the standard of proof shall be "preponderance of the evidence." A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused violated this policy.

### **Determination and Sanctions**

After all available information is reviewed and interviews are completed, the Title IX Investigator will review all the information and

- i. Determine whether misconduct has occurred and the appropriate response. Sanctions may include disciplinary action up to suspension or termination of employees and suspension or expulsion of students.
  - ii. Notify the complainant and the respondent simultaneously regarding the outcome of the investigation, the appeal procedures, and any changes to the results before it becomes final within (10) ten working days after the completion of the investigation.
  - iii. Partner with departments, divisions, programs, and deans to take any corrective action as may be appropriate under the circumstances.
- a. If either party is unsatisfied with the handling of the investigation or the recommendations of the Title IX Investigator, she or he may request an initial review and clarification of sanctions with the Title IX Investigator. The request must be made in writing and must detail the reasons, in light of the established criteria for an appeal of sanctions, why the student objects to the sanctions and seeks further clarification.
  - b. Protection of the campus community is paramount. Therefore, the college may take appropriate disciplinary action where a sexual assault has occurred, with or without concurrence of the complainant.



- c. All complaints will be adjudicated as expeditiously as possible and generally within sixty (60) work days.

#### **Appeal to the Title IX Coordinator**

If, after the initial review and clarification of sanctions with the Title IX Investigator, the complainant or respondent chooses to appeal the decision, she or he may, within three (3) work days, formally appeal to the Title IX Coordinator by written notice. This notice must include a rationale for the person's appeal, detailing why they object to the decision. An appeal will be considered by the Title IX Coordinator only if one of the following is demonstrated:

- Irregularities that influenced the outcome of the disciplinary action. It is the burden of the person making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error not occurred.
- Prejudice against any party involved on the part of the Title IX Investigator or any other college personnel who participated in the process. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure, or influence that prevented a fair and objective hearing.
- Discovery of new and significant evidence not available at the time of the original hearing/investigation. A summary of this new evidence and its potential impact must be included.
- A sanction that is extraordinarily disproportionate to the violation.

Upon receipt of this written notice, the Title IX Coordinator will evaluate the merits of the appeal request and will inform the appellant within 3 work days as to whether or not the full appeal will be considered. If the appeal request is accepted, the Title IX Coordinator may interview involved parties. Within fifteen (15) work days, the Title IX Coordinator will make a decision on the appeal. If the Title IX Coordinator denies the appeal, there is no further appeal.

Appeals are not intended to be a full re-investigation of the allegation. In most cases, appeals are confined to a review of the written documentation and investigation records, and pertinent documentation regarding the grounds for appeal. Appeals decisions are to be deferential to the original Title IX Investigator's findings and sanctions, making changes to the finding only where there is a clear error and to the sanction only if there is a compelling justification to do so.

#### **Protection of Parties**

To the extent possible, the proceedings will be conducted in a way that protects the confidentiality and safety of the complainant, respondent, and witnesses. The parties will be informed promptly about the outcome of the proceedings.

- a. At the time the investigation commences, the respondent will be informed of the nature of the allegations and the facts surrounding the allegations.
- b. At any time, the Title IX Coordinator or designee may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate college officials. These protections or remedies may include: separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative workplace or student housing arrangements, which could include removing a student from campus housing at her or his own expense. These remedies may be applied to one, both, or multiple parties involved. The Title IX Coordinator will take any steps necessary to make sure that there is not a further violation of this policy. Failure to comply with the terms of interim protections may be considered a separate violation of college policy.
- c. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment are damaging to the total campus community and will be treated as a serious offense. Intentional false reports may also violate state criminal statutes and/or civil defamation laws.

## **Intent**

The fact that a person did not intend to sexually harass or assault an individual is not considered a defense. In most cases, it is the effect of the behavior that determines if the behavior constitutes sexual harassment or misconduct. The use of alcohol or drugs does not excuse behavior that violates this policy.

## **Outcomes for Sexual Assault**

Disciplinary action at the college will normally proceed even if criminal proceedings have been initiated. Northwestern College's action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students or employees can anticipate that Northwestern College may consult with and be in communication with such authorities. Persons violating the college's policy against sexual assault, sexual misconduct, relationship violence (domestic and dating), or stalking may be subject to disciplinary action, up to and including loss of educational opportunities, loss of scholarship, suspension, dismissal, termination of employment, or expulsion.

## **Important Definitions and Examples**

**Sex Discrimination** is defined as: behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in, educational programs or activities or employment opportunities because of a person's sex. Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment; sexual assault; failure to provide equal opportunity in education programs, activities, and co-curricular programs including athletics; discrimination based on pregnancy; and employment discrimination.

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, or other unwanted visual, verbal, written, online and/or physical conduct of a sexual nature which is directed toward a person because of a person's gender, when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's employment, educational benefits, academic grades or opportunities, on-campus living environment, or participation in social, co- or extra-curricular activities;
- Submission to or rejection of such conduct is used as a basis for decisions about employment, performance evaluation, selection for academic awards or benefits, participation in a college activity, education, or living environment decisions affecting the individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, or social environment. The purpose or effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

While sexual harassment encompasses a wide range of conduct, behaviors that may be considered sexual harassment include but are not limited to:

- Pressuring someone to engage in sexual behavior for some educational or employment benefit.
- Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for or retaliation against the person.
- Denying, directly or indirectly, a person an education or employment related opportunity if that person refuses to comply with a sexually oriented request.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.

- Retaliating against a person for filing a harassment complaint or threatening to report harassment.
- Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a position of greater authority than the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.
- Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

**Hostile Environment Harassment** — Sex harassment may also arise from unwanted conduct which is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the school’s educational, employment, social and/or residential program. Conduct may be physical, verbal, or nonverbal. For example, the following type of behaviors may constitute harassment:

- Inappropriate touching, hugging, or kissing.
- Sexual remarks about a person’s clothing, body, or sexual relations.
- Repeated requests for a date or romantic advances toward a student or employee despite the person’s rejection of the advances.
- Conversations of a sexual nature or similar jokes and stories.
- Sexually explicit profanity.
- Obscene gestures.
- The display of sexually explicit materials in the workplace or campus housing.
- The use of sexually explicit materials in the classroom which are without defensible educational purposes.

**Sexual Misconduct** is a broad term encompassing any sexual behaviors that violate Northwestern College’s Title IX Policy. It includes **sexual assault**, inducing **incapacitation** for sexual purposes, **sexual exploitation**, **stalking** and **relationship violence**. In general, any harassing behavior or nonconsensual physical contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity, and consists of a range of behaviors or attempted behaviors that may be grounds for disciplinary action under college policy.

**Sexual Assault** means having or attempting to have sexual intercourse or sexual contact with another individual without consent and against their will. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Examples of sexual assault include, but are not limited to, the following behaviors when consent is not present:

- Nonconsensual Sexual Contact, which is defined as any intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; OR any other intentional bodily contact in a sexual manner.
- Nonconsensual Sexual Intercourse, which is defined as any sexual intercourse, however slight, with any object or body part, by a person upon another person, without consent. Non-consensual intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- Forced Sexual Intercourse, which is defined as unwilling or nonconsensual sexual penetration (anal, vaginal, or oral) with any object or body part that is committed either by force, threat,

intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

**Incapacitation:** An individual who is incapacitated cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication. Warning signs that a person may be approaching incapacitation may include: slurred speech, vomiting, unsteady gait, odor of alcohol or other substance, combativeness, and/or emotional volatility.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy. This includes a person whose incapacity results from ingestion of a "date-rape" or "predatory" drug. Possession, use and/or distribution of any of these substances, including but not limited to: Rohypnol, LEAN, Ketomine, GHB, or Burundanga is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy and state criminal statutes.

**Sexual Exploitation** occurs when individuals take nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

- Voyeurism – Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved (e.g., letting friends hide in the closet to watch you having consensual sex).
- Nonconsensual digital, video or audio recording of nudity or sexual activity.
- Unauthorized sharing or distribution of digital, video, or audio recording of an individual's sexual activity, intimate body parts, or nudity, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information.
- Prostituting another person.
- Intentionally/recklessly exposing one's genitals in nonconsensual circumstances, or inducing another to expose their genitals.
- Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.
- Possessing, distributing, viewing, or forcing others to view illegal pornography.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Relationship Violence (Domestic violence, dating violence and Intimate partner violence)** is abuse or violence against a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship by the other person in the relationship. It may involve one act or an ongoing pattern of behavior. Relationship violence can include, but is not limited to:

- Physical abuse that causes bodily injury such as hitting, slapping, pushing or strangling.
- Sexual violence (rape).
- Extreme verbal abuse.
- Emotional abuse creating apprehension of bodily injury or property damage. This can include violence or threat of violence to one's self, one's sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner.

- Economic abuse.
- Repeated telephonic, electronic, or other forms of communication— anonymously or directly— made with the intent to intimidate, terrify, harass, or threaten.
- Relationship violence often escalates from threats and verbal abuse to violence. While physical injury may be the most obvious danger, the emotional and psychological consequences of relationship abuse are also severe and usually cause a fear of the partner and feelings of helplessness and desperation.

**Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. Examples of stalking can include, but are not limited to:

- Nonconsensual communication including in-person communication, phone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, ordering goods or services, or any other communications that are undesired and/or place another person in fear.
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person.
- Vandalism, including attacks on data and equipment.
- Direct physical and/or verbal threats against a person or a person's loved ones.
- Gathering of information about a person from family, friends, co-workers, and/or classmates.
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to another person.
- Defamation or slander against a person, posting false information about a person and/or posing as another person to post to websites, newsgroups, blogs, or other sites that allow public contributions, encouraging others to harass another person.
- Arranging to meet a person under false pretenses.

**Bullying** includes repeated and/or severe gender-based aggressive behavior which is likely to intimidate or intentionally hurt, control, or diminish another person either physically or mentally. Gender-based bullying is not speech or conduct otherwise protected by the First Amendment. Examples of bullying can include but are not limited to:

- Disparaging comments about race, color, national origin, sex, sexual orientation, or disability
- Actions that involve an imbalance of power, aggression, and a negative, repeated behavior.
- **Hazing** – Acts likely to cause physical or psychological harm or social ostracism to any person within the school community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

**Consent** — Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

- Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by mutually understandable words or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Effective consent cannot be given by minors, developmentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol.
  1. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.
  2. This policy also covers someone whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of a “date-rape” drug. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student or individual is a violation of this policy.]
- As a Christian college and consistent with the position of the Reformed Church in America, <http://www.rca.org/Page.aspx?pid=501&srcid=491>, the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Persons that engage in a consensual sexual relationship outside the bounds of such a marriage will be subject to discipline or termination of employment.

### **Retaliation**

Northwestern College prohibits retaliation against a complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of discrimination or (sexual) harassment. Such retaliation shall be considered a serious violation of the policy and independent of whether an informal or formal complaint of sexual harassment is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Examples of conduct that may constitute retaliation include, but are not limited to: unfair grading, evaluation, or assignments; having information withheld or made difficult to obtain in a timely manner, such as class information, recommendations, or grades; and not being informed about important events, such as meetings or changes in policies. It also includes ridicule (public or private), verbal or written threats or bribes, or refusal to meet with the person even though that person has a right to do so.

Any person who threatens, intimidates, or retaliates against another student, employee, or witness because of a complaint of sexual discrimination, harassment or misconduct, or because of participation in any investigation, will be subject to disciplinary action up to and including termination of employment (employees) or expulsion (students).

Persons who believe they have been retaliated against in violation of the policy should file a complaint with the Title IX Coordinator.

## **Confidentiality**

- a. All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the complainant may be disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and may be considered a violation of college policy.
- b. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.
- c. Federal Statistical Reporting Obligations:

Campus security officials have a duty to report certain types of violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus security officials regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report required by the Clery Act.

## **Special Provisions**

### **a. Attempted Violations**

In most circumstances, the college will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

### **b. Encouraging Complaining Parties to Report Violations**

The college community encourages the reporting of Title IX violations. Sometimes complaining parties are hesitant to report to college officials because they fear that they may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many complaining parties as possible report to college officials. To encourage reporting, the college pursues a policy of offering complaining parties of sex discrimination immunity from being charged with policy violations related to the particular incident.

### **c. Encouraging Witnesses to Aid Victims (Good Samaritan policy)**

Northwestern College subscribes to the concept of a "Good Samaritan" policy. For example, an underage student who has been drinking should not hesitate to help another student who is in danger. A student who chooses to intervene in the situation will be absolved from formal discipline sanctions.

### **d. Parental Notification**

The college reserves the right to notify parents/guardians of dependent students regarding any health or safety emergency, change in student status, or conduct situation. The college also reserves the right to designate which college officials have a need to know about individual complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

### **e. Notification of Outcomes**

- i. The outcome of a Title IX investigation involving students is part of the education record of the student parties involved, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions that allow for notification of the parties involved and others whom the college determines to inform based on the law and this policy.
- ii. Students who bring any sort of sex discrimination complaint against faculty or staff shall be informed of the outcome of the investigation and the resolution at the same time as the complaint respondent.
- iii. The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: sex offenses, arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/ abduction. The college will

release this information to the complainant in any of these offenses regardless of the outcome.

- iv. No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the student conduct file if the complaint is found to be unsubstantiated and without merit. Where a complaint results in a finding that that the complaint was well-grounded and more likely than not occurred, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member or in the student conduct file of the student against whom the complaint is filed and any official punitive action will be noted in the file.

f. **Past Sexual History or Character of the Parties**

The unrelated past sexual history or sexual character of a party will not be admissible in an investigation.

**Implementation and Dissemination of Information**

To support this policy, Northwestern College will conduct periodic orientation and ongoing educational programs for faculty, students, and staff concerning all areas of Title IX, Clery Act, VAWA, and Campus SaVE Act. The Title IX Coordinator is charged with distributing copies of this policy and procedures to all current members of the college community. An annual letter from the Title IX Coordinator will be sent to all faculty and staff to remind them of the contents of the Title IX Policy, rights and privileges of individuals, and responsibility of faculty and staff regarding sexual misconduct, relationship violence, and stalking. Copies of this policy and procedures will be continuously available at appropriate college centers and offices.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

The information about sex offenders in this section is provided to members of the Northwestern College community in compliance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA). The CSCPA requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. This federal law also requires state law enforcement agencies to provide the college with a list of registered sex offenders who have indicated they are either enrolled, employed or carrying on a vocation at the college. It also requires sex offenders required to register in a state to provide notice to each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Information about sex offenders in the Orange City/Sioux County area may be found by contacting the Sioux County Sheriff's Department at 712-737-2280 or by viewing the Iowa Sex Offender Registry at <http://www.iowasexoffender.com>.

In Iowa, a person who is a resident of Iowa and who has a qualifying sex conviction is required to maintain current registration with the police department or sheriff's office in the jurisdiction where the person resides. In some circumstances, out-of-state registrants are required to register their in-state employment or college addresses. The Iowa Attorney General's Office Sex Offender Website includes offenders who are identified as lifetime registrants as defined by law, or those who have been designated as high-risk offenders by the Attorney General's Risk Level Committee. Information about registered sex offenders is updated continuously based on information provided by federal, state and local government agencies and the registrants themselves. Members of the Northwestern College community are advised that registrants may fail to give proper notice of their status to the college at the time of their enrollment or they may fail to notify law enforcement agencies as required of their address or status at the college. As a result, Northwestern, the Iowa Bureau of Criminal Investigation



and the Iowa Office of the Attorney General cannot guarantee the completeness or the accuracy of the status at the college or the address information of every registrant. The last known residence address verification date is provided for those offenders living in Iowa.

The purpose of this information is to promote public protection from the potential risks posed by individuals who have committed offenses in the past. This method of public notification is an acceptable way of reducing that risk and enhancing public protection. Any actions taken by persons against these subjects, including vandalism of property, intimidation, harassment or verbal or written threats of harm against these subjects or their families, landlords or employers are not acceptable and will likely result in arrest and prosecution of those persons.

## **WEAPONS AND HUNTING POLICIES**

Northwestern College faculty, staff, students and visitors to Northwestern College are prohibited from possessing firearms, weapons or explosives on the premises of the College without the explicit authorization of Northwestern College, whether or not a federal or state license to possess the same has been issued to the possessor.

Northwestern College is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is moves in the direction of reducing the risk of injury or death associated with intentional or accidental use of weapons.

The only exceptions to this policy are as follows: Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the State of Iowa.

Anyone possessing a weapon other than those in the exception categories will be asked to remove them from the campus or event immediately. They may also be subject to arrest and/or disciplinary action. Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Carrying firearms on school grounds

1. A person who goes armed with, carries, or transports a firearm of any kind, whether concealed or not, on the grounds of a school commits a class "D" felony.

### **Definition of Offensive and Dangerous Weapons**

#### **Offensive Weapons**

1. An offensive weapon is any device or instrumentality of the following types:
  - a. A machine gun. A machine gun is a firearm which shoots or is designed to shoot more than one shot, without manual reloading, by a single function of the trigger.
  - b. Any weapon other than a shotgun or muzzle loading rifle, cannon, pistol, revolver or musket, which fires or can be made to fire a projectile by the explosion of a propellant charge, which has a barrel or tube with the bore of more than six-tenths of an inch in diameter, or the ammunition or projectile therefor, but not including antique weapons kept for display or lawful shooting.

- c. A bomb, grenade, or mine, whether explosive, incendiary, or poison gas; any rocket having a propellant charge of more than four ounces; any missile having an explosive charge of more than one-quarter ounce; or any device similar to any of these.
- d. A ballistic knife. A ballistic knife is a knife with a detachable blade which is propelled by a spring-operated mechanism, elastic material, or compressed gas.
- e. Any part or combination of parts either designed or intended to be used to convert any device into an offensive weapon as described in paragraphs "a" through "d", or to assemble into such an offensive weapon, except magazines or other parts, ammunition, or ammunition components used in common with lawful sporting firearms or parts including but not limited to barrels suitable for refitting to sporting firearms.
- f. Any bullet or projectile containing any explosive mixture or chemical compound capable of exploding or detonating prior to or upon impact, or any shotshell or cartridge containing exothermic pyrophoric misch metal as a projectile which is designed to throw or project a flame or fireball to simulate a flamethrower.

2. An offensive weapon or part or combination of parts therefor shall not include the following:

- a. An antique firearm. An antique firearm is any firearm, including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system, manufactured in or before 1898 or any firearm which is a replica of such a firearm if such replica is not designed or redesigned for using conventional rimfire or centerfire fixed ammunition or which uses only rimfire or centerfire fixed ammunition which is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade.
- b. A collector's item. A collector's item is any firearm other than a machine gun that by reason of its date of manufacture, value, design, and other characteristics is not likely to be used as a weapon. The commissioner of public safety shall designate by rule firearms which the commissioner determines to be collector's items and shall revise or update the list of firearms at least annually.
- c. Any device which is not designed or redesigned for use as a weapon; any device which is designed solely for use as a signaling, pyrotechnic, line-throwing, safety, or similar device; or any firearm which is unserviceable by reason of being unable to discharge a shot by means of an explosive and is incapable of being readily restored to a firing condition.

### **Dangerous Weapons**

A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed, except a bow and arrow when possessed and used for hunting or any other lawful purpose. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person

# CRIME STATISTICS:

## DAILY CRIME LOG

Campus safety and security personnel maintain a daily crime log of all crimes and suspected crimes reported to Northwestern officials. It is available in the Campus Safety and Security Office. To view a copy of the daily crime log, call 712-707-7475, e-mail [andrew.vanommeren@nwciova.edu](mailto:andrew.vanommeren@nwciova.edu), or visit the Campus Safety and Security Office in the Ramaker Center, 2<sup>nd</sup> Floor.

No identifying information is included in the log. Information that does appear is listed below:

- The incident number
- The date the incident was reported to officials
- The date the incident reportedly occurred
- The location where the incident reportedly occurred
- A description of the type of incident reported (e.g. “theft,” “minor in consumption,” etc.)
- The disposition or current status (e.g. “under investigation,” “closed,” etc.)

## UNDERSTANDING THE CRIME STATISTICS TABLES

1. Crime statistics presented in the tables are the total number of crimes or suspected crimes occurring at the specified locations and reported to either college or local law enforcement officials during the calendar year (January 1 through December 31). Crimes or suspected crimes reported to both college and law enforcement officials are counted only once. The statistics do not reflect any reports that might have been made to other departments or individuals at the college unless those individuals or departments informed Campus Safety & Security of the incident. These statistics are based on reports of crimes. The statistics do not show how many of the reports were verified; nor do the statistics show the number of convictions that resulted from the reports.
2. Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are “On-Campus”, “In Residence Halls”, “Non-Campus Buildings or Property”, and “Public Property”. “Non-Campus Buildings or Property” is defined as buildings or property not part of the main campus or a separate campus, which is owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report, properties listed as “non-campus” include programs that are not classified as separate or branch campuses, as these properties are not physically attached to the main part of the campus. The term “Public Property” relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Orange City Police Department and other area law enforcement agencies.
3. The crimes included in the table are those crimes mandated by the Clery Act. As stipulated by the Clery Act, the crime definitions for sex offenses are from the FBI National Incident-based Reporting System; the definitions for domestic violence, dating violence, and stalking are from section 4002(a) of the Violence Against Women Act of 1994; and the definitions of all other crimes are from the FBI Uniform Criminal Reporting System. The definitions are as follows:

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

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

**Burglary** – The unlawful entry of a structure to commit a larceny-theft or felony. For reporting purposes, this definition must include: 1) evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted (including attempted forcible entry). 2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3) The unlawful entry into a structure must show evidence that the entry was made in order to commit larceny-theft or a felony.

**Dating Violence** – “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship”

**Domestic Violence** – “a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa, or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of State of Iowa”

**Drug Law Violations** – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone), methamphetamine; and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes** – Crimes that manifest evidence of bias based on race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability.

**Larceny-Theft** – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. “Constructive possession” means control or dominion over a property without actual possession or custody of it. Examples include pick-pocketing, purse-snatching, theft of bicycles, shoplifting, theft from a motor vehicle, and theft from buildings.

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

**Manslaughter** – Manslaughter is defined as “the reckless or grossly negligent killing of a human being, excluding traffic fatalities.”

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding.

**Murder and Non-Negligent Manslaughter** – The willful (non- negligent) killing of one human being by another.

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

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

**Stalking** – “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress”

**Sex offenses** – There are two categories of sex offenses, forcible sex offenses and non-forcible sex offenses:

**Forcible sexual 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** is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- b) **Forcible sodomy** is oral or anal sexual intercourse with another person forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- c) **Forcible fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- d) **Sexual assault with an object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Non-forcible sex offenses** – Any act of unlawful, non-forcible sexual intercourse.

- a) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b) **Statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

3. The Clery Act stipulates that statistical information for offenses reported by the college must be broken down into specific categories indicating where the crime was reported to have occurred. The Clery Act defines these locations as follows:

**On Campus** – Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including the residence hall. Any property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendors).

**Student Residences** – A subset of “on campus” crime statistics, which includes only those crimes that were reported to have occurred in the dormitories or other residential facilities.

**Noncampus** – Any building or property owned or controlled by a student organization recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. Northwestern does not currently have any noncampus property.

**Public Property** – All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution’s purpose.

## **HATE CRIMES**

A hate crime is one that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias include race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability. The Clery Act requires colleges and universities to disclose all instances of Clery Act crimes listed in the crime statistics table above, as well as all instances of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that manifest evidence that the crime is a hate crime. The disclosure of each hate crime must include information about the geographic location where it occurred and the category of bias that was involved.

Any type of hate crime is contrary to Northwestern’s value of respect that recognizes the God-given dignity of every human person and is therefore unacceptable at Northwestern College. Anyone who is the target of a hate offense or any other type of harassment because of a personal characteristic is encourage to report it to both law enforcement officials and the Northwestern Campus Safety and Security Office. Any Northwestern student or a member of the faculty or staff who is found responsible for the commission of a hate crime or hate offense is subject to disciplinary action up to expulsion or dismissal.

## **HIERARCHY RULE**

When counting multiple offenses, we are required to use the FBI’s UCR Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident we must only count the most serious offense. A single incident means that the offenses were committed at the same time and place. Beginning with the most serious offense, the hierarchy for reporting Clery offenses is: Murder and Non-negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, and Motor Vehicle Theft. The crimes of Arson, Domestic Violence, Dating Violence and Stalking are not governed by the hierarchy rule, and statistics for these incidents are reported in these categories in addition to in any other crime category covered under the hierarchy rule if applicable.

## Crimes Reported in Clery Act Categories, 2016–2018

<b>Criminal Offenses – On-Campus</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	1
d. Fondling	0	0	3
e. Incest	0	0	0
f. Statutory Rape	0	0	0
h. Robbery	0	0	0
i. Aggravated assault	0	0	0
j. Burglary	4	2	9
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence	0	0	0
n. Dating Violence	0	0	2
o. Stalking	0	0	2

<b>Criminal Offenses – On-Campus Student Housing Facilities</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	1
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
h. Robbery	0	0	0
i. Aggravated assault	0	0	0
j. Burglary	1	0	8
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence	0	0	0
n. Dating Violence	0	0	2
o. Stalking	0	0	1

<b>Criminal Offenses – Public Property</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
h. Robbery	0	0	0
i. Aggravated assault	0	0	0
j. Burglary	0	0	0
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence	0	0	0
n. Dating Violence	0	0	0
o. Stalking	0	0	0

## Hate Crimes – On Campus

Criminal Offense	Occurrences of Hate Crimes								
	2018 Total	Category of Bias for crimes reported in 2018							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0



## Hate Crimes – On Campus Student Housing Facilities

Criminal Offense	Occurrences of Hate Crimes								
	2018 Total	Category of Bias for crimes reported in 2018							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

## Hate Crimes – Public Property

Criminal Offense	Occurrences of Hate Crimes								
	2018 Total	Category of Bias for crimes reported in 2018							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

<b>Arrests – On Campus</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	2	0
<b>Arrests – On-campus Student Housing Facilities</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	2	0
<b>Arrests – Public Property</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
<b>Disciplinary Actions – On Campus</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	1	3
c. Liquor law violations	11	10	20
<b>Disciplinary Actions – On-campus Student Housing Facilities</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	1	3
c. Liquor law violations	10	10	19
<b>Disciplinary Actions – Public Property</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

## UNFOUNDED CRIMES

If a crime is reported as occurring on campus, in on-campus residential facilities, in or on non-campus buildings or property or public property, and through investigation by the Orange City Police Department or Sioux County Sheriff's Office and it has been determined the initial crime report was false or baseless, i.e. a student reports a burglary to their residence hall and it is determined through investigation a roommate had authorization to enter the space and remove an item, that crime will be classified as "Unfounded". Northwestern College Campus Safety & Security or any individual or department of Northwestern College cannot determine if a crime report is unfounded. A crime is considered unfounded for Clery Act purposes only if a sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

**2018** – There were zero unfounded crimes.

**2017** – There were zero unfounded crimes.

**2016** - There were zero unfounded crimes.

# RECOMMENDED SAFETY AND SECURITY PRACTICES

## PERSONAL SAFETY RECOMMENDATIONS

Northwestern College places a high priority on maintaining a safe campus environment. An important part of this goal is to make the community aware of the need for individual responsibility with regard to implementing effective personal safety and security practices.

A working cell phone (especially one with GPS technology) and common sense are perhaps the two most important safety precautions available to today's college student. The cell phone should have 911 and the local emergency contact information programmed into speed dial (page 47) and should be readily available. Common sense involves being informed of potential risks, being appropriately vigilant, and knowing what to do when dangerous situations present themselves.

### 1. Safety in Residence Halls

Research shows that nationally, on-campus living is the safest option for students after their parents' home. Nevertheless, it's important to use common sense and take appropriate safety and security precautions including:

- Never allow access to the building to anyone you don't know. Don't allow anyone to "tailgate" you into the building. Don't prop open doors that are supposed to be closed.
- Never leave the door to your room or residence unlocked when you are not there, even if you only plan to be gone a few minutes. Make sure your roommate agrees to do the same.
- Keep your room door locked when you are sleeping or napping.
- Never let unauthorized persons enter your residence hall or building. Instead, offer to go get the person they have come to visit.
- Do not hide keys outside your room or student residence. Do not put your name or address on your keys.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Draw blinds or curtains after dark.
- If you are awakened by an intruder inside your room, scream and make noise till others come to your aid. Try to get an accurate description of the intruder and call the police immediately.
- Safeguard your cash, checkbook, credit cards and all valuables. Never leave them unattended.
- Immediately report any suspicious activity in or around the residence halls to college officials or campus security.

### 2. Online Safety

In the past few years, the growing popularity of online social communities such as Facebook and Twitter have made online safety a major concern on college campuses. Please use common sense when using the Internet:

- Identity theft is a real possibility for college students (as it is for everyone), and many cases of identity theft happen over the Internet. Never disclose your Social Security number, date of birth, names of your parents, or your savings or checking account numbers while online. Be aware of scams where an e-mail notifies you that you have won a contest or there is a problem with your credit card or bank account requiring you to respond by providing any of the information above. No legitimate contest, credit card company or bank will send you this type of e-mail notification and then ask you to submit personal identification numbers.
- Online social networks are very popular on college campuses, and if used carefully, they can be a fun way to keep in contact with your friends. It is also important to keep in mind that these sites can be accessed by just about anyone, including sex offenders and other criminals. Don't be fooled by the false perception that only other students can access the site.
- When creating an online profile, never disclose your full name, your address, your phone number (or your parent's address and phone numbers) to anyone you don't know well. Be careful about the

content you post about yourself and about others. Never post anything (pictures or blogs) that could later be embarrassing to you or to others. A good rule of thumb is to avoid posting anything you would not want your family or a future employer to see. Be aware that some employers now report they routinely check for objectionable content on the profiles of prospective employees. Keep in mind that it is difficult to remove content from the Web once it has been posted. You can never be certain that, when you remove content, someone else has not copied the material to another location in cyberspace.

- Never disclose personal information about your friends to a third party and ask your friends to do the same. Be aware that sexual predators sometimes get personal information about their victims by posing as a friend of the victim.
- Never post information that is false or illegal about another person. You could be subject to criminal or civil charges for posting false information or posting pictures that violate another person's right to privacy.
- Stalking or other forms of harassment that begin online are potentially very dangerous. If anyone online harasses you or threatens you in anyway, report it right away to the police and to the company hosting the website. Save and print any harassing messages or e-mails that you receive. Terminate all contact with the person who harassed or threatened you.
- When chatting with someone online, remember that some people may not tell you the truth about themselves. Nationally there have been numerous reports of college students being victimized by someone they met online. The risk is real. If you meet someone online, never invite the person to your place of residence and don't meet the person at his/her place of residence or in any secluded location. If you do meet someone, never go alone. Have a friend (or more than one friend) go with you and meet in a public place such as a coffee shop or restaurant.
- Be cautious when shopping online. For payment, consider using a service such as PayPal. If you use a credit card for payment, it is recommended that you maintain one credit card account exclusively for online purchases. This allows you the opportunity to monitor your statements carefully to make sure there are no abuses.

### **3. Vehicle Safety and Safety in Parking Lots**

Having a cell phone and using it properly is one of the most important safety precautions you can have when it comes to vehicle safety and safety in parking lots. It is recommended you always have the number for local 911 service programmed in your speed dial. When going to and from your vehicle, have your cell phone handy, and carry your vehicle keys so you can enter quickly. Always check around and under your vehicle as well as the rear seat for intruders before entering your vehicle. Never talk on you cell phone while driving. Pull over to a safe place if you get a call so you can talk safely.

Avoid going to and from campus parking lots alone after dark. Have friends accompany you or watch you from the door of the residence hall when you go to your vehicle after dark. When returning to campus after dark, use your cell phone to let friends know when you are arriving on campus and have them meet you.

Park in a well-lit location as close as possible to your building.

Always lock your doors and keep windows rolled up whenever possible.

Always drive with your doors locked and stay on routes with which you are familiar. As much as possible, use well-traveled and well-lit routes.

Never hitchhike or pick up hitchhikers.

If someone tries to enter your stopped vehicle, sound the horn and drive away.

If your vehicle breaks down, call for help on your cell phone and wait in your locked car for help.

Be aware that an accident may be staged to provide the other driver with an opportunity commit a criminal act. If you come upon an accident or a stranded vehicle, use your cell phone to call for help.

Leave enough room between your car and the one ahead so you can drive around if necessary.

### **4. Personal Safety While Walking or Jogging**

It is best to avoid walking or jogging alone. If you do, invest in a cell phone, carry it with you and have 911 and the local emergency contact information programmed into speed dial (page 44). Avoid secluded routes. Always walk or jog along well-traveled routes and stay where you are clearly visible to passersby.

Never go for a walk or jog alone after dark.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment, and keep your personal valuable items concealed and close to your body.

## 5. Personal Safety While Socializing

Always carry your cell phone with you and have 911 and the local emergency contact information programmed into speed dial (page 44).

Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment or room of someone you do not know well. Instead, arrange to meet in a public place where there are other people or arrange to be accompanied by friends.

Do not accept a beverage from someone you do not know and trust. Beverages can be spiked with alcohol, and alcoholic beverages can contain more alcohol than you are used to consuming. Alcoholic and non-alcoholic beverages can be laced with drugs that are tasteless and odorless (e.g. "the date rape drug").

Do not engage in binge drinking of alcoholic beverages. Binge drinking is defined as five or more drinks at a setting for adult males and four or more drinks at a setting for adult women. Binge drinking is associated with serious safety and health risks, and statistics show that college populations are especially vulnerable to these risks. Individuals who engage in binge drinking are at risk for alcohol poisoning, a potentially fatal condition that can also cause brain and central nervous system damage. It is advisable for all students who drink or attend social gatherings where alcohol is served to be aware of the symptoms of alcohol poisoning. When there is a question about whether or not someone is experiencing these symptoms, medical attention should be summoned.

Statistics show that as many as one-in-four college women will be the victims of sexual assault before graduation, and a large number of sexual assaults are associated with binge drinking. Persons who engage in binge drinking are also at substantially increased risk for injury or death from motor vehicle accidents, academic failure, depression, alcoholism and substance abuse, unwanted pregnancy, and sexually transmitted diseases.

No one deserves to be abused. If you are in a relationship where your partner is emotionally or physically abusive and you are in danger, get help by contacting the Wellness Center. If you have abused someone or fear you may be abusive (even if you have not been physically violent), help is available for you. Please get help before you abuse or hurt someone again.

Be cautious about whom you date. Do not go out on a date alone with someone until you know him or her well. Do not continue to see someone who pressures you to do things you do not want to do. Do not continue to see someone who does not respect your wishes, your limits or who tries to control you. Do not continue to see someone who expresses anger inappropriately, is impulsive or disrespectful to you or other people. Take the time to get to know the character of those individuals you date. Check with mutual friends about the character of those who want to get to know you. You deserve friends of good character. Make it a point to insist upon it.

## CAMPUS VIOLENCE

Because Northwestern College is located in one of the safest states and in close proximity to two of the safest cities in the United States (according to FBI crime statistics,) there have been very few instances of violence reported at the college. There is, in fact, a danger that some members of our college community may take campus safety for granted, making themselves vulnerable by not taking appropriate safety precautions. ***It is important for everyone to be aware the potential for violence exists, to be aware of what to look for, and to have knowledge about what measures can be taken to prevent it.***

## Shootings on Campus

There has been a national discussion about campus security in the media and in Congress. The discussion is an important one, and hopefully it will yield some realistic strategies for making our campuses as safe as possible.

Some important considerations to this discussion are:

- Security experts stress it is not possible to institute security procedures (on the scale of those employed by airports) to make colleges and universities immune from the type of violence that occurred at Virginia Tech without severely restricting the ability of students, faculty, staff and the public to access campus and move about.
- Shootings on campus, although horrific, are rare. When they have occurred in the past, the perpetrator has often been a person with a history of mental or social problems who feels mistreated in some way. Experts emphasize that in many cases, the perpetrator has communicated his intentions to someone in advance.

Based on this information, experts are advising the single most important things colleges and universities can do to prevent a Virginia Tech-type tragedy from being repeated are:

- Institute a method of communicating with students, faculty, staff and the public in the event of a campus crisis or emergency (NWC Alert, page 5).
- Prevention Education provided to the community of the signs to look for and what to do if any of the signs are observed:

### Warning Signs of Potential Violence

With regard to educating the community, starting and continuing from the 2014-2015 school year, training will be provided to residence life staff to help them identify individuals and situations that may indicate that a person may become violent. This information will be also passed on to students in all-hall meetings: The large majority of previous school shooters have been males.

ALICE Active Shooter Trainings on Campus, facilitated by the Sioux County Sheriff's Department:	
All Faculty & Staff Scenario Training:	June 2018
Active Shooter Reference Guide Review, facilitated by Campus Safety & Security:	
Residence Directors and Resident Assistants:	August 2018
All Hall Meeting: Includes All New & Returning Students	August 2018
New Staff Orientation:	September 2018

In many cases, the shooters were individuals who had social or emotional problems, such as a history of being bullied or abused. Often people who have known the shooter have described him as isolated and having few friends.

In many cases, the shooters communicated or evidenced a propensity for violence. This may have come in the form of writing about violence in course assignments, posting information on websites indicating a fascination with death or violence, or the person may have made reference to getting even with someone or a group of people because of perceived mistreatment or abuse.

In some instances, the shooter has been a student who is unhappy with a grade or a decision negatively impacting his academic progress, such as denial of admission to a program.

In some cases, gun violence on college campuses is a form of relationship violence precipitated by a breakup or impending breakup of a romantic relationship.

Anyone who has reason to believe that someone may resort to violence is urged to treat the situation **extremely seriously**. The information should be reported immediately to either the Orange City Police Department or the Sioux County Sheriff's Department (in an emergency, 911), and then to one of the Northwestern College officials listed below:

This information is presented not to cause fear, but to create awareness that although small, the risk is real for college and university students. There is a need for appropriate precautions. In particular, it is important for students, both males and females, to be cautious with strangers and to remain vigilant to the actions of strangers. Avoid being alone. Immediately report anyone who follows you, stalks you, sends unwanted electronic communications or phone calls. Take all instances of such behavior by a stranger seriously.

If someone tries to abduct you, experts say it is important to try and do everything possible to avoid getting in a vehicle with your abductor. Scream, kick, fight, scratch, or do whatever you have to do to avoid being forced into the vehicle. If you are forced into the vehicle, do everything possible to escape. Jump out of the vehicle when it slows to stop. Signal people in passing cars that you are in trouble. Use your cell phone to call 911.

## **PRACTICES TO SAFEGUARD PROPERTY**

In addition to your personal safety, Northwestern College is also committed to working with you to protect your personal property from theft and damage. The college also asks your cooperation in protecting Northwestern property.

With this goal, the following procedures are recommended.

1. All students residing on campus are encouraged to carry insurance that specifically covers losses associated with theft and vandalism of personal property, including vehicles. Statistically, college students are more likely to be the victim of theft than any other crime. Theft of electronic equipment such as computers, TVs, personal and vehicle audio equipment, compact discs and other electronic and video equipment is particularly common on college campuses.
2. If you have a vehicle on campus, keep a record of the vehicle identification number. Make an immediate report to campus security at 712-707-7475 (during office hours) or 712-395-1077 (evenings) if your vehicle is damaged, broken into or stolen.
3. Protect your valuables by keeping a current inventory of your possessions on file. Record the description and serial number of each item and keep purchase receipts and brochures on equipment purchased.
4. Lock the door to your residence hall room or apartment when you are sleeping or napping.
5. Lock the door to your residence hall room or apartment whenever you leave your room, even when gone for only a few minutes.
6. Always lock all car doors. Don't store valuables in your car. If you must keep items in your car, don't store them in plain view. Use the trunk or—at the very least—put items out of sight. If possible, remove all electronic equipment from your car when not in use.
7. Protect all valuables in your room. Don't leave valuables like wallets, jewelry, credit cards, cash and electronics in plain view.
8. Don't loan your keys to anyone. Make a report immediately to resident staff if your keys are lost or stolen.
9. Take all valuable items home with you during vacations.
10. In public places, keep your valuable items out of sight or in a safe place. If you must leave an area for any length of time, take personal items with you.
11. Report all thefts no matter how small. Each theft that is reported is a clue to investigators and may be useful in apprehending those responsible for a series of thefts.
12. Engrave your Operation ID number on your bicycle and use a high-quality lock. U-bolt locks are the best for bicycles. Place the chain, cable or lock through both wheels, the frame and around a bicycle rack.
13. Be good stewards of the campus. Report any suspicious activity, theft or vandalism immediately. Notify college personnel if you discover doors unlocked that should be locked or other irregularities in security measures.
14. If you are the last person to leave a room, make certain windows and doors are locked and all equipment is properly secured.



## REPORTING SUSPICIOUS ACTIVITY

Northwestern College depends upon all members of the community to assist with campus safety efforts. If you see any suspicious activity or people on or near college facilities or at college-sponsored events, immediately report what you have seen. Call the police (page 47). After completing the call to the police, phone campus security at 712-707-7475 (during office hours) or 712-395-1077 (evenings) or contact an appropriate college official. Don't assume what you see is an innocent activity or that another individual has already called security. Don't worry about being overly cautious. Instead, choose to err on the side of safety by calling security or college officials.

1. **Suspicious Behavior to Report:** Suspicious behavior you should report includes any of the following: a) a person loitering at unusual hours and locations; b) a person running, especially if something of value is being carried; c) a person or persons carrying property or equipment that doesn't belong to them out of a building or residence; d) a person or persons going from room to room or apartment to apartment trying doorknobs; e) a person or persons entering or leaving a room or apartment without the occupant being home; f) persons not belonging to the Northwestern College community. (Do not assume the person is a visitor or college staff member that you haven't seen before); g) a person or persons exhibiting unusual behaviors that might suggest drug or alcohol use, or some other need for medical or psychiatric assistance.
2. **Other Suspicious Circumstances to Report:** Other unusual circumstances to report include: a) broken or damaged doors or windows; b) doors or windows that are open or unlocked after hours; c) unusual noises—anything suggestive of foul play, danger or illegal activity; d) anyone who appears to be stalking another person, abusing another person, or holding or controlling them against their will; e) people sitting in parked vehicles for an extended period of time; f) vehicles driving slowly in a parking lot at night.

## WHAT TO DO IF YOU ARE THE VICTIM OF A CRIME

1. Your first priority should always be your own survival and that of others who may be in danger. Survival may require that you scream for help, that you fight back, or it may require that you cooperate with the perpetrator. Whatever you do, your first goal should be to survive and to get to a place of safety.
2. Make certain the perpetrator is gone before entering a crime scene. If you return to your room or apartment and notice that an intruder has been present, get out immediately. Go to a safe place and call authorities to assist you.
3. Preserve the crime scene. Don't disturb or destroy evidence or allow others to do so until authorities have had an opportunity to investigate the scene.
4. If you have been physically attacked or sexually assaulted, don't wash or bathe until you have been examined by a health care professional. Even if you don't wish to press charges at the time of the attack, DNA evidence can be taken and preserved so it's available in the event you wish to file charges at a later date.
5. If you're the victim of a crime, your immediate recall is often the best. Write down as much information as you can immediately after a crime. If you see the perpetrator of a crime, try to notice as many details about him or her as you can, including:

Gender	Approximate age
Height	Weight/build
Dress/clothing	Facial hair
Glasses	Distinguishing marks, including scars
Distinguishing walk	Voice
Description of face, including eye color, hair color, hairstyle (short, curly, etc.) jaw, nose	

# EMERGENCY PHONE NUMBERS AND CONTACT INFORMATION

Dial 9-1-1 if you are calling from your cell phone.

Dial 8-9-1-1 if you are calling from a phone in a campus building.

## Orange City Police Department

125 Central Ave SE Orange  
City, IA 51041  
Emergency service: 911  
Non-emergency phone: 712-707-4251

## Sioux County Sheriff's Department

4363 Ironwood Ave  
Orange City, IA 51041  
Emergency service: 911  
Non-emergency phone: 712-737-2280

## Northwestern Campus Safety and Security Office

Located in the Ramaker Center  
Andrew Van Ommeren  
101 7th Street SW  
Orange City, IA 51041  
Office phone: 712-707-7475  
After-hours phone: 712-395-1077

## Northwestern Student Life Office

Located on the 2<sup>nd</sup> Floor of Ramaker Center  
Julie Elliott/Marlon Haverdink  
101 7th Street SW  
Orange City, IA 51041  
Office phone: 712-707-7200

## Northwestern College Wellness Center

Located in the Rowenhorst Student Center  
Dr. Sally Edman  
Office phone: 712-707-7321

<b>Colenbrander Hall RD:</b>	Cody Hughes	712-707-7211
<b>Fern Smith Hall RD:</b>	Lindsay Hubbell	712-707-7213
<b>Hospers Hall RD:</b>	Michael Simmelink	712-707-7219
<b>North Suites Hall RD:</b>	Jason Katsma	712-707-7212
<b>Stegenga Hall RD:</b>	Caylan De Lucia	712-707-7216
<b>Bolks Apartments RD:</b>	Kendall Stanislav	712-707-7222
<b>Courtyard Village Apartments RD:</b>	Kendall Stanislav	712-707-7222

*\*Anytime a student contacts the police, he or she should immediately contact their RA, RD, or some member of the staff listed above.*