

# **NORTHWESTERN COLLEGE**

## **2015 Annual Security Report for Calendar Year 2014**

Published by the Office of Campus Safety and Security, located in the Ramaker Center, 2<sup>nd</sup> Floor

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Orange City, IA 51041  
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## **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:

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

Students enrolled in the college are provided with information on how to access the report during their orientation session. Prospective students are notified of the availability of the report in admissions materials and via Northwestern College's website.

The annual fire safety report can be found on the Northwestern College website under Safety and Security <http://www.nwciowa.edu/campus-life/safety-and-security> or by requesting a printed copy from the Campus Safety and Security Office.

## **CAMPUS SECURITY POLICIES AND PROCEDURES**

### **Security on Northwestern's Campus**

Northwestern College's Director of Campus Safety and Security is responsible for campus security. The Campus Safety and Security Office is located in the Ramaker Center, 2<sup>nd</sup> Floor. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. The office phone is 712-707-7475.

The Director of Campus Safety and Environmental Health 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 are 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.

- Provide safety escorts for students and staff, if 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 Dean of Student Life, the Athletic Director and the Director of 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 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).

## Access to College Property and College Buildings

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 reopened 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 are 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. The old ID card will then be disabled.

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.

## 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, Dean 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 the Director of Environmental Health or his/her designee 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 Security Advisories

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, the Emergency Response Team will utilize any or all of the following methods to issue emergency notices and/or security advisories 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, 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.

## 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. 34-40). 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 2014:

New Staff Orientation	August 2014
New Faculty Orientation	August 2014
Residence Life Staff Training	August 2014

The following programs were provided to all students, new and returning, in calendar year 2014: All-Hall Meetings August 2014

## 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 promptly report all criminal or suspicious activity to both local law enforcement and to college officials. 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 and Environmental Health, (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, 2 <sup>nd</sup> Floor	712-707-7475
Marlon Haverdink Director of Residence Life	Ramaker Center, 2 <sup>nd</sup> Floor	712-707-7200
Julie Vermeer Elliott Dean of Student Life	Ramaker Center, 2 <sup>nd</sup> 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 13-24).***

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 the RSC). All reports will be submitted to the Director of Campus Safety and Environmental Health 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.

**Patrick Hummel, Interim Chaplain**  
Ramaker Center  
(712) 707-7336

**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

**Joan Andres, Counselor**  
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.

## **Off-Campus Safety Risks and Criminal Activity**

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.

## **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.

#### ***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 returns to 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 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.
7. Posters or other paraphernalia that display alcohol advertisements or reference to alcohol are not to be displayed in public view in student rooms. They are not to be visible from the hall or from outside the room, and the resident director has the option to ask the student to remove the poster or paraphernalia from the room.

### ***Alcohol Violations***

Students found in violation of the policy for the first time will be required to complete a minimum of three hours of community service, as well as an educational component. Students found in violation of the policy a second time will be recommended to the dean of student life for suspension of two to three days and completion of a minimum of five hours of community service. Students found in violation of the policy a third time will be recommended to the Dean of 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 Director of Residence Life, the residence life staff, 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. Therefore, the following regulations are enforced:

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 Dean 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.
4. Detailed information can be found on the Web at <http://www.druglibrary.org> concerning the use and effects

of controlled substances. This website also lists state and federal trafficking penalties associated with their misuse. This information is provided so Northwestern College is in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, the Higher Education Amendments of 1986, and Public Law 101-226. A hard copy will be furnished upon request.

### ***Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance***

#### **21 U.S.C. 844 (a)**

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

- a) First conviction and the amount of crack possessed exceed five grams.
- b) Second conviction and the amount of crack possessed exceed three grams.
- c) Third of subsequent crack conviction and the amount of crack possessed exceeds one gram.

#### **21 U.S.C. 853 (a) (2) and 881 (a) (7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (See special sentencing provisions re: crack)

**21 U.S.C. 881 (a) (4)** Forfeiture of vehicles, boats, and autos or any other conveyance used to transport or conceal a controlled substance.

#### **21 U.S.C. 844a**

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### **21 U.S.C.853a**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

#### **18 U.S.C. 922 (g)**

Ineligible to receive or purchase a firearm.

#### **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, tec., are vested within the authorities of individual Federal agencies.

### ***Federal Schedule of Controlled Substances***

#### **Schedule I**

- A. The drug or other substance has a high potential for abuse.
- B. The drug or other substance has no currently accepted medical use in treatment in the United States.
- C. There is a lack of accepted safety for the use of the drug or other substance under medical supervision.

#### **Schedule II**

- A. The drug or other substance has a high potential for abuse.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- C. Abuse of the drug or other substances may lead to severe psychological or physical dependence.

#### **Schedule III**

- A. The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to moderate or low physical dependence of high psychological dependence.

#### **Schedule IV**

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

## **Schedule V**

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.

### **Area Alcohol/Drug Treatment Facilities:**

#### **Inpatient Treatment Facilities**

Keystone Recovery Center (has outpatient options) 1010 E 2<sup>nd</sup> St.  
P.O. Box 159  
Canton, SD 57013  
(877) 762-3740

New Life Treatment Center (has outpatient options)  
130 Dakota St S  
P.O. Box 38  
Woodstock, MN  
56184 507-777-4321

#### **Outpatient Treatment Facilities**

Compass Pointe  
1121 Main St.  
Hull, IA 51239  
712-439-1170  
*or*  
1201 S 2<sup>nd</sup> Ave. #2  
Sheldon, IA 51201  
712-324-2196

## **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 Dean 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 of 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 and sexual violence in all its forms to be serious offenses that will not be tolerated and are expressly prohibited. The college is dedicated to preventing and educating all students, faculty, and staff regarding all forms of sexual misconduct, including but not limited to: unfair treatment based on sex, sexual harassment, sexual assault, sexual misconduct, 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>.**

### **Important Definitions and Examples**

**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.

- i. Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- ii. 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.

- iii. 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.
- iv. 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.
- v. 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.
- vi. Previous relationships or previous consent does not imply consent to future sexual acts.
- vii. 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.
- viii. Effective consent cannot be given by minors, mentally 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, involuntary physical restraint, or from the taking of a so-called “date-rape” drug.

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. A couple that chooses to engage in a consensual sexual relationship outside the bounds of such a marriage will be subject to discipline or termination of employment.

**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, Ketamine, 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 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**, 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:

- i. Nonconsensual Sexual Contact, which is defined as any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.

- ii. Nonconsensual Sexual Intercourse, which is defined as any sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.
- iii. 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.

**Relationship Violence** includes both domestic and dating violence and may involve one act or an ongoing pattern of behavior. The difference between domestic and dating violence is determined by the nature of the relationship between the victim and the perpetrator. Relationship violence can include, but is not limited to:

- i. Physical violence that causes bodily injury.
- ii. Sexual violence (rape).
- iii. 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.
- iv. Economic abuse.
- v. Repeated telephonic, electronic, or other forms of communication— anonymously or directly—made with the intent to intimidate, terrify, harass, or threaten.
- vi. 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.

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

- i. A current or former spouse or intimate partner of the victim,
- ii. A person with whom the victim shares a child in common,
- iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa, or
- v. 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

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

- i. The length of the relationship;
- ii. The type of relationship; and
- iii. The frequency of interaction between the persons involved in the relationship

**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:

- i. 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.
- ii. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a complainant.
- iii. Vandalism, including attacks on data and equipment.
- iv. Direct physical and/or verbal threats against a complainant or a complainant's loved ones.
- v. Gathering of information about a complainant from family, friends, co-workers, and/or classmates.

- vi. Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the complainant.
- vii. Defamation or slander against the complainant, posting false information about the complainant and/or posing as the complainant to post to websites, newsgroups, blogs, or other sites that allow public contributions, encouraging others to harass the complainant.
- viii. Arranging to meet complainant under false pretenses.

## 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.

The following **primary prevention and awareness programs** were provided to new faculty and staff members in calendar year 2014:

New Staff Orientation	August 2014
New Faculty Orientation	August 2014
Residence Life Staff Training	August 2014

The following **primary and ongoing prevention and awareness programs** were provided to all students, new and returning, in calendar year 2014:

All-Hall Meetings	August 2014
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Starting in school year 2014-2015, educational programming will consist 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 Risk 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?

## **What to do if You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking**

If you are sexually assaulted, **your first priority should be to get to a place of safety**. Your next step should be to seek immediate medical attention at the nearest emergency room. Time is a critical factor in getting medical treatment because it can protect you from sexually transmitted diseases, it can preserve evidence should you decide to press criminal charges against the assailant(s), and it will provide you access to counseling and emotional support important for your recovery. Do not bathe, urinate, shower, douche, smoke, brush teeth, or drink liquids before going to the emergency room. 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. Doing so could destroy evidence. Even if you do not intend to press charges against your assailant, it is important to preserve the evidence as you may change your mind in the future.

At the emergency room, you will be examined for injuries and you will receive medical treatment to help you heal and prevent infection and disease. The emergency room at the Orange City Area Health System has personnel available 24 hours a day who have special training to assist persons who have been sexually assaulted. With your consent, the NWC Wellness Center will provide an advocate to stay with you during the time you are at the emergency room in order to provide you with emotional support. You will be provided with information about your options for pursuing legal action against the assailant(s). With your permission, physical evidence can be collected and preserved in case you decide to pursue legal action. Collecting this evidence doesn't obligate you to pursue

legal action or go to court. It simply preserves the evidence until you have had time to make a decision. Whether you decide to file a report or not, the NWC Wellness Center will continue to provide you with support and counseling to help you recover.

Contact information for college services as well as those in the community that offer assistance for persons who have been sexually assaulted includes:

<b>Service</b>	<b>Location</b>	<b>Phone</b>
NWC Wellness Center	RSC	712-707-7321
Orange City Area Hospital	Orange City	712-737-2000
Bethesda Midwest	Orange City	712-737-2635
Family Crisis Center	Sioux Center	800-382-5603
Mercy Behavior Care	Sioux City	712-274-4200

### **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 his/her 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)  
debfs@nwcsiowa.edu

#### **Title IX Investigators**

Julie Elliott, Dean of Student Life

101 7th St. SW  
Ramaker Center  
Orange City, IA 51041  
712-707-7204 (office)  
484-318-9063 (cell)  
julie.elliott@nwcsiowa.edu

Marlon Haverdink, Director of Residence Life

101 7th St. SW  
Ramaker Center  
Orange City, IA 51041  
712-707-7205 (office)  
712-454-0328 (cell)  
marlon@nwcsiowa.edu

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

### **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

#### Responsible Employees (non-confidential)

- Northwestern College Office of Human Resources
  - \* Deb Sandbulte, Director of HR
- Northwestern College Campus Ministry Staff
  - \* Patrick Hummel, Director of Missions
  - \* Kendall Stanislav, Justice and Service Ministries Coordinator
- Northwestern College Student Life Office (Resident Assistant, Resident Director, Director of Residence Life, or Dean of Students)
  - \* Lindsay Hubbell, Fern Smith RD
  - \* Kendall Stanislav, Bolks and Courtyard Village RD
  - \* Dustin Hamm, Colenbrander Hall RD
  - \* Robert James, Hospers Hall RD
  - \* Hannah McBride, Stegenga Hall RD
  - \* Tyler Zeutenhorst, North Suites RD
  - \* Marlon Haverdink, Director of Residence Life
  - \* Julie Elliott, Dean of 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)

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 his/her 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.
  - i.** Institutional complaint – An institutional or criminal complaint initiates the investigation procedures by the Title IX Coordinator and the Title IX Investigator.
    - 1.** 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.
    - ii.** 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, his/her 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. He or she 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 she/he objects to the decision. An appeal will be considered by the Title IX Coordinator only if one of the following is demonstrated:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

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.

## **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.

## **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 is located in a region where hunting is a tradition in many families and where fishing and hunting opportunities are plentiful. However, for the safety of the college community, no hunting of any kind is permitted on college property and weapons of any kind are prohibited on college property. This includes guns, pellet guns, paintball guns, air soft guns, bows and arrows, swords, knives, and items that may be used to physically harm others.

## **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@nwcsiowa.edu](mailto:andrew.vanommeren@nwcsiowa.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.)

# Crime Statistics

## Understanding the Crime Statistic 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. 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. 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:

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

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

- i. A current or former spouse or intimate partner of the victim,
- ii. A person with whom the victim shares a child in common,
- iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa, or
- v. 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.

## Crimes Reported in Clery Act Categories, 2012–14

<b>Criminal Offenses – On-Campus</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	1
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	1	4
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence (new category for 2013)	--	--	0
n. Dating Violence (new category for 2013)	--	--	1
o. Stalking (new category for 2013)	--	--	0

<b>Criminal Offenses – On-Campus Student Housing Facilities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	1
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	1	1
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence (new category for 2013)	--	--	0
n. Dating Violence (new category for 2013)	--	--	1
o. Stalking (new category for 2013)	--	--	0

<b>Criminal Offenses – Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	1
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	1
k. Motor vehicle theft	0	0	0
l. Arson	0	0	0
m. Domestic Violence (new category for 2013)	--	--	0
n. Dating Violence (new category for 2013)	--	--	0
o. Stalking (new category for 2013)	--	--	0

## Hate Crimes – On Campus

Criminal Offense	Occurrences of Hate Crimes								
	2014 Total	Category of Bias for crimes reported in 2014							
		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	1	1	0	0	0	0	0	0	0
Criminal Offense	Occurrences of Hate Crimes								
	2013 Total	Category of Bias for crimes reported in 2013							
		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								
	2012 Total	Category of Bias for crimes reported in 2012							
		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								
	2014 Total	Category of Bias for crimes reported in 2014							
		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								
	2013 Total	Category of Bias for crimes reported in 2013							
		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								
	2012 Total	Category of Bias for crimes reported in 2012							
		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								
	2014 Total	Category of Bias for crimes reported in 2014							
		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								
	2013 Total	Category of Bias for crimes reported in 2013							
		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								
	2012 Total	Category of Bias for crimes reported in 2012							
		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>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
<b>Arrests – On-campus Student Housing Facilities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
<b>Arrests – Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</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>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	1	1	4
c. Liquor law violations	7	7	10
<b>Disciplinary Actions – On-campus Student Housing Facilities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	1	1	4
c. Liquor law violations	7	7	10
<b>Disciplinary Actions – Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	4	1	0
c. Liquor law violations	15	5	0

## 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 40) 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 show 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 your 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 to 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 40). 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 40).

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).

Educate 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.

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:

Andrew Van Ommeren, Campus Safety & Security	707-7475
Julie Elliott, Dean of Student Life	707-7200
Marlon Haverdink, Director of Residence Life	707-7200

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 40). 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

Height

Dress/clothing

Glasses

Distinguishing walk

Description of face, including eye color, hair color, hairstyle (short, curly, etc.) jaw, nose

Approximate age

Weight/build

Facial hair

Distinguishing marks, including scars

Voice

# 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>	Dustin Hamm	712-707-7211
<b>Fern Smith Hall RD:</b>	Lindsay Hubbell	712-707-7213
<b>Hospers Hall RD:</b>	Robert James	712-707-7219
<b>North Suites Hall RD:</b>	Tyler Zeutenhorst	712-707-7212
<b>Stegenga Hall RD:</b>	Hannah McBride	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.*