

NORTHWESTERN COLLEGE

Annual Security Report for 2011-12

Published by the Office of Campus Safety and Security, located in the Rowenhorst Student Center

208 8th Street SW Orange

City, IA 51041

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ABOUT THE REPORT

Annual Security Reports are published for 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 development office from 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 sidewalks and bike paths immediately adjacent to campus.

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 Oct.1. The report will be located on Northwestern's campus security webpage. No later than Oct. 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 development 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 is also 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.

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 or the environmental health and safety 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 Rowenhorst Student Center. 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 security works closely with the Orange City Police Department and the Sioux County Sheriff's Department and we have 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 security department and campus student workforce assigned to campus and to college-sponsored events. While on duty, the staff is authorized by the college to:

- Respond to and assist with all security/safety concerns, requesting the assistance of law enforcement officials and other first responders as needed.
- 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 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 8-9-1-1 if you are calling from your cell phone.
- Dial 8-9-1-1 if you are calling from a phone in a residence hall located on campus.
- Dial 8-9-1-1 if you are calling from a phone located in a campus building other than the residence halls.

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 712-360-0781 (after hours).

Access to college property and college buildings

During normal operating hours, the library, classroom buildings, administrative offices, cafeteria, student center, snack bar and bookstore are accessible to the public. Operating hours for each facility varies 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 development staff, and to contractors hired by the college. Doors providing access to the residence hall portion of Bolks Apartments, Fern Smith Hall, Hospers Hall, North Suites Hall, and Stegenga Hall are locked 24 hours a day with a card reader. Residents in these facilities are responsible for keeping the doors to their residences locked. If a card key is misplaced or taken, pick up a new one at the student development office immediately. The old key 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 residence director (RD) or the student development 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 the most timely manner of the action 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, comprised of the vice president for financial affairs, provost, dean of student life, director of facilities and operations, director of dining services, director of government regulations, director of security, 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 712-360-0781), 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 security 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 community 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:

- The college's NWC Alert Notification System – This system is capable of notifying those individuals who have previously registered their computer with the notification system. Essentially, all computers on campus are registered to receive alerts that scroll across each computer screen that is tied into the campus computing system. The alert will provide notification and instructions. The system is also tied into the National Weather Service so tornado or other severe weather warnings 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. Instructions for registering are periodically provided to students, faculty and staff throughout the year via e-mail notices, flyers and at key events, such as new student orientation and orientation for new faculty and staff. The instructions may also be accessed via the college's main website by clicking on the campus safety and security website—or printed information is available upon request from the computing services department.
- E-mail – Notices and official security advisories 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.
- Local media (radio, television) – When appropriate, announcements and advisories may be broadcast by the local media.

- Website updates – In some cases, information updates from the 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 the 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 Response Team.

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: 9-911)
Non-emergency phone: 712-707-4251

Sioux County Sheriff’s Department
4363 Ironwood Ave., Orange City, IA 51041
Emergency service: 911 (On campus line: 9-911)
Non-emergency phone: 712-737-2280
Website: www.siouxcountysheriff.com

When you make a report of criminal activity to the Orange City Police Department, investigative staff will be assigned to the case. The department generally notifies the college when it is investigating an incident. At the end of each calendar year, the department provides 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.

When you make a report of criminal activity, the Sioux County Sheriff’s Department will take your report and assign investigative staff to the case. The Sheriff’s Department generally notifies the college when it is investigating an incident on the campus. At the end of each calendar year, the Sheriff’s Department provides the college with statistical information about crimes occurring on campus and 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. Don't 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 Blake Wieking, director of campus safety and security, (during business hours) or to the college's residence life staff (after hours). In addition you may report a crime to one of the college's officials listed below. These individuals have been authorized by the college to receive reports of criminal activity on behalf of the college. All crimes reported to these individuals will be included in the college's annual crime statistics.

College officials authorized to receive reports of a crime

Name/title	Office location	Telephone
Blake Wieking Director of Campus Safety and Security	Rowenhorst Student Center	712-707-7475
Marlon Haverdink Director of Residence Life	Rowenhorst Student Center	712-707-7200
John Brogan Dean of student life	Rowenhorst Student Center	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. 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, 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 security 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 in an earlier section.

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. An individual who would like to file a voluntary confidential report of a crime may also do so by making the report to the student counselor,

the director of campus ministry, or the dean of student life. (When the report is made to either the student counselor or the director of campus ministry, these persons will forward the information to the dean of student life, without disclosing the identity of the person(s) who made the report.)

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 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.

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.

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.

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 the annual campus security report. 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.

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 college-owned 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. Area alcohol/drug treatment facilities include the following:

Area alcohol/drug treatment facilities:

Inpatient treatment facilities

New Life Treatment Center
P.O. Box 38
Woodstock, MN 56184
507-777-4321

St. Luke's Chemical Dependency Unit
Sioux City, IA 51104
712-279-3960

Outpatient treatment facilities

Compassion Pointe
Dba NW Iowa Alcohol and Drug Treatment Unit
1121 Main St.
Hull, IA 51239
712-439-1170

or

118 North 7th Ave
Sheldon, IA 51201
712-324-3276

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 drugs

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 of 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.

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. All resident students shall have the opportunity to designate an individual to be contacted if that the student is determined to be missing. 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 residential 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 (712-707-7475) or to 712-360-0781 (after hours.)
- Any 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 and contact with the dean of student life or 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 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 interests of the missing student.
- Northwestern College administration will be notified in accordance with this policy.
- Communications:
 - Northwestern College's website
 - Northwestern's Safety and Security Department Crisis Protocols

Sexual assault prevention and response

Policy on sexual misconduct and sexual harassment

The value of respect comes from the Christian belief that all people are created by God in God's image and likeness, and therefore all people have God-given dignity and worth. Any act of sexual coercion, harassment, abuse or violence is blatantly inconsistent with respecting a person's God-given dignity and will not be tolerated at Northwestern College. The college's sexual harassment and sexual misconduct policies may be found in their entirety in the Student Handbook and in employee handbooks.

Risks for sexual assault

Traditionally-aged college students are much more likely to experience a sexual assault than almost any other group. Age and alcohol are the most significant factors that put college students at risk. Students and non-students alike in that age group are at risk because they are typically living away from family for the first time and because people of that age group tend to experiment and take risks with alcohol, relationships and other aspects of their new-found freedom. Statistics indicate the risk for sexual assault and other forms of relationship violence are the greatest for college women, but men are not totally immune.

In the large majority of sexual assaults experienced by college students, the person assaulted knows or is acquainted with her or his assailant. In other words, the most common circumstance is one in which the student is sexually assaulted by someone she or he trusted. Also, in most cases alcohol is involved, and in particular, alcohol-induced impairment of the person assaulted is often the case. This gives alcohol the dubious distinction of being the most common "date-rape" drug. Finally, the large majority of sexual assaults are perpetrated by men against women, and often the female is younger than the male. This puts first-year freshman women at the greatest risk for sexual assault, and this group of women is the most vulnerable to sexual assault when they first arrive on campus.

Prevention of sexual assault

Northwestern places a high priority on providing educational and awareness programs intended to help all students (both men and women) learn how to prevent sexual misconduct and sexual violence. These programs are offered in conjunction with other events and awareness activities throughout the year. The residence halls sponsor several programs each year. Literature about sexual violence, sexual assault, acquaintance rape and date rape are available at the Wellness Center.

What to do if you are sexually assaulted

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, shower or douche before going to the emergency room. Doing so could destroy evidence. Even if you do not intend to press charges against your assailant, it is important to preserve the evidence because 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 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 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:

<u>Service</u>	<u>Location</u>	<u>Phone</u>
Wellness Center	RSC	712-707-7321
Mercy Behavior Care	Sioux City	712-274-4200
Bethesda Midwest	Orange City	712-737-2635

Reporting sexual assault

Authorities believe many sexual assaults are never reported because of shame or embarrassment, the fear of not being believed, the fear of retaliation, or because reporting procedures are not sensitive to the highly personal nature of sexual assault.

Northwestern College is committed to handling reports of sexual assault with as much sensitivity and compassion as possible. Our commitment includes the promise of doing everything possible to protect those who report sexual assault from any form of retaliation. If those alleged to have perpetrated the crime are students or employees of the college, the college can issue an order to avoid all contact with you. The college can also assist you in obtaining a legal restraining order if the circumstances warrant.

Recognizing that the decision to report a sexual assault is highly personal, the college's counseling staff is available to provide confidential assistance to any student or employee seeking help in understanding the reporting process or making a decision about whether to report or not report. Information shared with the counselor will remain confidential and will not require the individual to make a report. Should the individual decide to make a criminal report, the Wellness Center can also provide assistance in contacting the appropriate college officials.

The college encourages all students and employees who have been sexually assaulted to make a report of the assault whether or not the assault took place on or off campus. Even if the assault occurred off campus, you have the right to pursue disciplinary action against the assailant(s) if he/she is a student, employee or officially affiliated with the college. To report a sexual assault to the college, please contact one of the college officials listed below:

If you are a student, report to: Dean of Student Life, RSC, 712-707-7200
If you are an employee, report to: Director of Human Resources, Zwemer Hall, 712-707-7224

The college official who takes your report will ask you to provide details about the assault ,and if you are able, he or she will ask you to provide a written statement.

The college's response to a report of a sexual assault

When you report a sexual assault to college officials, Northwestern will respond in the following manner:

1. The first concern of the college in responding to a report of sexual assault is the safety and wellbeing of the person who has been assaulted. If not already done, the person who has been assaulted will be encouraged to seek medical attention and professional support services to aid in recovery. The individual will be provided with information about services at the college and in the community that are available for persons who have been sexually assaulted.
2. The person who has been assaulted will also be encouraged to report the assault to the appropriate law enforcement agency and will be offered assistance in contacting the appropriate law enforcement agency.
3. If you are fearful of retaliation from those whom you have implicated as being responsible for assaulting you, you should be aware the college will do everything it can to protect you. Any student or employee whom you implicate in a sexual assault will be instructed to avoid all contact with you. In addition, any student or employee of the college who retaliates or threatens retaliation against you is subject to disciplinary action. The college can also assist you with the process of pursuing a legal restraining order against all those assaulted you.
4. If you are a student, you will be informed that the college will make any reasonable accommodations to your academic schedule or to your living situation so you can avoid ongoing contact with the person(s) you have implicated in the assault. Among the accommodations that can be made:
 - If you are in the same class as the person you accuse of assaulting you, you may move to another section of the class. If there isn't another section, you may complete the class as an independent study course.
 - If you have a class that meets in close proximity to a class attended by the person you have accused of assaulting you, Northwestern will move your class to another location.
 - If you are residing in the same residence hall as the person you have accused of assaulting you, you may move to another residence hall.
5. If the individual who assaulted you is a student, employee or otherwise officially affiliated with the college, you will be advised of your right to pursue disciplinary action against the assailant. You may pursue disciplinary action whether or not you choose to file a criminal complaint. If you choose to pursue disciplinary action, the college will proceed with an investigation with as much sensitivity and privacy as possible. You should be aware, however, that when criminal charges are pursued, records of the college's investigation and student discipline proceedings may be subpoenaed by the court.
 - If the alleged assailant is a student, the dean of student life will chair a special committee to conduct a confidential investigation of the complaint. The committee will be made up of the dean of student life, a member of the teaching faculty and one additional member of the college committee who will be of the same gender as the person reporting the assault. The committee will request written statements from both the person who filed the complaint and the student who was accused and each will be asked to appear before the committee to answer questions. Both the person who was assaulted and the student accused as the assailant will be permitted to bring an adviser with them to their appearance before the committee. Witnesses who have relevant information will be asked to appear before the committee and may be asked to provide written statements. The committee will utilize any information that might be available from a criminal investigation being conducted by law enforcement officials. When the committee has completed its investigation, it will make a determination in the matter. The decision of the

committee may be appealed to the president. If the alleged assailant is determined to be responsible for sexual assault, he or she is subject to disciplinary sanctions including but not limited to: suspension or expulsion from college housing; being prohibited from enrollment in the same class, participating in the same extra-curricular activities, or a requirement to avoid being in the same proximity as the person assaulted; a requirement to complete a mandatory treatment program; and/or suspension or expulsion from Northwestern College. Pursuant to the Clery Act (20 U.S.C. 1092f) both the accuser and the accused will be informed of the committee's determination as well as any sanctions imposed. Likewise, both the accuser and the accused will be informed of the outcome of any appeal made to the president.

- If the alleged assailant is an employee (faculty, staff or administrator) of Northwestern College, a member of the Administrative Council will convene a three-person committee to conduct a confidential investigation of the complaint. The committee will be made up of the director of human resources, the dean of student life and a third person selected by the president who will be the same gender as the person reporting the assault. The committee will request written statements from both the person filing the complaint and the accused and each will be asked to appear before the committee to answer questions. Both the person who was assaulted and the accused will be permitted to bring an advisor with them to their appearance before the committee. Witnesses who have relevant information will be asked to appear before the committee and may be asked to provide written statements. The committee will utilize any information that might be available from a criminal investigation being conducted by law enforcement officials. When the committee has completed its investigation, it will make a determination in the matter. The decision of the committee is final. If the alleged assailant is determined to be responsible for sexual assault, he or she is subject to disciplinary sanctions that could include termination of employment. Pursuant to the Clery Act (20 U.S.C. 1092f), both the accuser and the accused will be informed of the president's determination as well as any sanctions imposed.
6. All reports of sexual assault that are reported to the Northwestern officials identified above will be entered in the college's daily crime log without any identifying information. In addition the reports will be included in the crime statistics included in the annual security report.
 7. If the information you provide in your report indicates there is a continuing risk to other members of the community for sexual assault, the college will issue timely security advisories to advise the community of the risk. These advisories will be issued in accordance with procedures outlined earlier.

Information about 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 colleges and universities 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 written campus 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 blakew@nwcsiowa.edu, or visit the campus safety and security office in the Rowenhorst Student Center.

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, while 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 felony theft. For reporting purposes, this definition must include: 1) evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. 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 a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

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 prejudice based on race, religion, sexual orientation, disability and gender or ethnicity.

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.

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. Reports of crimes or suspected crimes occurring in the residence halls at Northwestern College are indicated in the on-campus column in parenthesis.

Non Campus – Any building or property owned by a student organization. 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.

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.

Crimes reported in Clery Act categories, 2009–11

Criminal Offenses – On-Campus	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	1	7
h. Motor vehicle theft	0	1	0
i. Arson	0	0	0
Criminal Offenses – On-Campus Student Housing Facilities	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
b. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0

e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	2
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Criminal Offenses – Non-campus	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses – Public Property	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Hate Crimes – On-Campus – Category of bias for crimes include: Race, Religion, Sexual Orientation, Gender, Disability, or Ethnicity/National Origin	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple Assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0
Hate Crimes – On-Campus Student Housing Facilities - Category of bias for crimes include: Race, Religion, Sexual Orientation, Gender, Disability, or Ethnicity/National Origin	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple Assault	0	0	0

k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0
Hate Crimes – Non-campus - Category of bias for crimes include: Race, Religion, Sexual Orientation, Gender, Disability, or Ethnicity/National Origin	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple Assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Crimes – Public Property - Category of bias for crimes include: Race, Religion, Sexual Orientation, Gender, Disability, or Ethnicity/National Origin	2009	2010	2011
a. Murder/Non/negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses – Non-forcible (incest and statutory rape only	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple Assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0
Arrests – On Campus	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests – On-campus Student Housing Facilities	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests – Non-campus	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests – Public Property	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions – On Campus	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0

b. Drug abuse violations	8	7	8						
c. Liquor law violations	6	6	2						
Disciplinary Actions – Non-campus	2009	2010	2011						
a. Weapons: carrying, possessing, etc.	0	0	0						
b. Drug abuse violations	0	0	0						
c. Liquor law violations	0	0	0						
Disciplinary Actions – Public Property	2009	2010	2011						
a. Weapons: carrying, possessing, etc.	0	0	0						
b. Drug abuse violations	0	0	0						
c. Liquor law violations	0	0	0						
Fires – On-Campus Student Housing Facilities	2009	2010	2011						
Sein Bolks Apartment N (C) - 609 Colorado Ave. SW	1	0	0						
Sein Bolks Apartment E (B) - 613 Colorado Ave. SW	0	0	0						
Sein Bolks Apartment S (A)– 615 Colorado Ave. SW	0	0	0						
Vanderhill Cottage – 616 Arizona Ave. SW	0	0	0						
Stegenga Hall – 205 7 th Street SW	0	0	0						
West Hall – 710 Arizona Ave. SW	0	0	0						
North Suites Hall – 604 Arizona Ave. SW (added in 2011)	0	0	0						
Hospers Hall – 617 Albany Ave. SE	0	0	0						
Colenbrander Hall – 703 Albany Ave. SE	0	0	0						
Courtyard Village South – 705 Colorado Ave. SW	0	0	0						
Courtyard Village East – 703 Colorado Ave. SW	0	0	0						
Courtyard Village North – 701 Colorado Ave. SW	0	1	0						
Fires – On-campus Student Housing Facilities	Category of Fire	Cause of Fire	Fire-related Injuries	Fire-related deaths	Property Damage				
Sein Bolks Apartment N (C)	Unintentional	Cooking	0	0	\$0-\$99				
Courtyard Village Apartments North	Unintentional	Cooking	0	0	\$0-\$99				
Fires – Summary	2009			2010			2011		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Sein Bolks Apartment N (C) - 609 Colorado Ave. SW	0	0	0	1	0	0	0	0	0
Sein Bolks Apartment E (B) - 613 Colorado Ave. SW	0	0	0	0	0	0	0	0	0
Sein Bolks Apartment S (A)– 615 Colorado Ave. SW	0	0	0	0	0	0	0	0	0
Vanderhill Cottage – 616 Arizona Ave. SW	0	0	0	0	0	0	0	0	0
Stegenga Hall – 205 7 th Street SW	0	0	0	0	0	0	0	0	0
West Hall – 710 Arizona Ave. SW	0	0	0	0	0	0	0	0	0
Hospers Hall – 617 Albany Ave. SE	0	0	0	0	0	0	0	0	0
North Suites Hall 604 Arizona Ave. SW (added in 2011)	NA	NA	NA	NA	NA	NA	0	0	0
Colenbrander Hall – 703 Albany Ave. SE	0	0	0	0	0	0	0	0	0
Courtyard Village South – 705 Colorado Ave. SW	0	0	0	0	0	0	0	0	0
Courtyard Village East – 703 Colorado Ave. SW	0	0	0	0	0	0	0	0	0
Courtyard Village North – 701 Colorado Ave. SW	0	0	0	1	0	0	0	0	0

Hate crimes

There were no hate crimes reported to Northwestern or law enforcement officials in calendar years, 2009, 2010 or 2011.

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, sexual orientation, ethnicity/national origin or 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.

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 global tracking technology) and common sense are perhaps the two most important safety precautions available to today's college student. The cell phone should have the local 911 information programmed into speed dial 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 the 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.
- Stay sober. 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 MySpace and Facebook has 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 the 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-lighted 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 the number for local 911 services programmed into your speed dial. 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 the number for 911 emergency services programmed into your speed dial.
- 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

In the wake of the tragic shootings at Virginia Tech University and Northern Illinois University, along with recent cases in the news of college students being abducted and murdered, students, parents and faculty are concerned about what can be done to prevent these types of tragedies.

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

Since the Virginia Tech shootings, 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 common-sense and 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.
- Educate the community of the signs to look for and what to do if any of the signs are observed.

With regard to the first recommendation, Northwestern College has established policies and procedures for emergency notifications and timely security advisories.

Emergency notification and timely security advisories

With regard to the second recommendation, the following information is important.

- 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 odd 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 seriously. The information should be reported immediately to either the Orange City Police Department, the Sioux County Sheriff's Department (in an emergency, 911), and then to one of the Northwestern College officials listed below:

Blake Wieking, Campus Safety and Security	707-7475
John Brogan, 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.

Fire Safety

Fire can happen at any time. In residence halls, the two most common causes of fires on campus are unattended burning candles and something left unattended on a stove.

Fire prevention

- It is illegal to burn candles or any device that has an open flame in any campus building.
- Maintain clear and unobstructed access to doors from both inside and out at all times. Arrange on-campus residences and offices with fire safety in mind.
- Do not overload electrical outlets.
- Do not use broken, frayed or cracked electrical cords. Do not suspend lamps or lights by their own cords.
- Do not store any flammable materials in a campus building.
- Know every exit from the building you are in. Know how to activate the fire alarm system. Know the location of fire extinguishers and how to operate them.
- Building evacuation is mandatory for all fire alarms, even if you do not believe there is a fire.
- It is a felony to activate a fire alarm as a prank. Northwestern College will report false alarms to law enforcement authorities and cooperate with investigations of false alarm incidents.

Steps to follow if you become aware of a fire

- In a building, activate the nearest fire alarm and dial 911. Do not attempt to extinguish the fire yourself. Sounding the alarm and making the call can save lives and property by giving fire fighters the maximum amount of response time and building occupants the maximum amount of time to evacuate the building.
- If the fire is in your residence building, follow the evacuation plan outlined by the residence life staff.
- Calmly assist others to evacuate the building by following exit signs. The nearest exit may not be the one you used to enter. DO NOT use the elevator.
- Make certain to determine if there are any individuals with disabilities in the building who may need assistance to evacuate the building.
- Remain outside the building at a safe distance to wait for the police or fire officials.
- Meet police or fire officials upon their arrival and direct them to the location of the fire and then report to the assembly area.

Steps to follow if you are caught in a fire

- Remain calm. DO NOT panic.
- Before opening a door, feel it with the back of your hand. If it is hot, do not open the door. Instead, follow another exit route. If you are trapped in a room, seal the cracks around the door with towels, linens or clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If smoke is filling the area you are in, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
- If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in, close the door and

refer to the second point.

- If you can leave, close all the doors behind you and proceed to the nearest safe exit. If possible assist any person with disabilities who may need help in evacuating the building.
- Leave the building and report to the assembly area.
- It is Iowa state law that when a fire alarm goes off for any reason, in the building you are in, that you must evacuate and remain outside until told by campus authorities that you may re-enter.

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 712-360-0781(evenings) if your vehicle is damaged, broken into or stolen.
3. Protect your valuables by keeping a current inventory of your possessions on a file card. 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 campus security at 712-707-7475 (during office hours) or 712-360-0781 (evenings) or contact an appropriate college official. Don't assume what you see is an innocent activity or that another individual has already called security. Don't worry about being overly cautious. Instead, choose to err on the side of safety by calling security or college officials.

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

What to do if you are the victim of a crime

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

Gender	Approximate age
Height	Weight/build
Dress/clothing	Facial hair

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

Distinguishing marks, including scars
Voice

EMERGENCY PHONE NUMBERS AND CONTACT INFORMATION

Dial 8-1-1 if you are calling from your cell phone.

Dial 8-9-1-1 if you are calling from a phone in a residence hall located on campus.

Dial 8-9-1-1 if you are calling from a phone in a campus building other than the residence halls.

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 Rowenhorst Student Center
Blake Wieking
208 8th Street SE
Orange City, IA 51041
Office phone: 712-707-7475
After-hours phone: 712-360-0781

Northwestern Student Development Office

Located in the Rowenhorst Student Center
John Brogan/Marlon Haverdink
208 8th Street SE
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

Colenbrander Hall:	Ryan Anderson	712-707-7211
Fern Smith Hall RD:	Alyssum Roe	712-707-7213
Hospers Hall RD:	Brittany Caffey	712-707-7214
North Suites Hall RD	Kendall Stanislav	712-707-7212
Stegenga Hall RD:	Hannah McBride	712-707-7216
West Hall RD:	Corey Kundert	712-707-7219
Bolks Apartments RD:	Corey Kundert	712-707-7219

Courtyard Village Apartments RD:
Vanderhill Cottage

Corey Kundert
Brittany Caffey

712-707-7219
712-707-7214

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