



**Annual Security Report (ASR)
& the
Annual Fire Safety Report**

2019

(for the 2018 calendar year)

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Northeastern Junior College

Annual Security Report and Annual Fire Safety Report

Introduction

Northeastern Junior College values the safety and security of our campus community, including all of its students, faculty, staff and visitors. The Department of Education enforces the Clery Act. A copy of the Annual Security Report, the Daily Crime Log, the Fire Log or the Annual Fire Safety Report, may be obtained, free of charge, or simply viewed at the Student Services office. The Daily Crime Log, and the Fire Log obtain information about these events that happen on or within the campus Clery Geography.

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

This document also contains the Annual Fire Safety Report which explains the Fire Safety Policies and Fire Safety Systems that are in place, as well as fire statistics.

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

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

Campus Safety Begins with You

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

Personal Safety

- Most assaults are one-on-one. Decrease your chances of assault by walking with someone else. If a friend is not available, call the RA Walk-Back Program to arrange for an RA to walk you to your Residence Hall or car.
- At night, stick to well-lighted, populated areas. Avoid walking alone.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to the Vice President of Student Services or the Coordinator of Campus Safety & Security.
- Always lock your door when in your room or apartment. Don't leave the door to your room or doors to a building unlocked or propped open for friends to visit later. Make arrangements to meet them to let them into the building.
- Don't let strangers into the building or into your room.
- Do not put your address on your key holder.
- Keep emergency numbers in your cell phone.

Personal Property

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

Sexual Offenses

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

Driving

- Park in well-lighted areas whenever possible.
 - Heed speed limit signs and traffic control signage
 - Do not drink and drive.
 - Do not text and drive.
 - Lock car doors at all times, even while driving.
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Campus Safety & Security Staff Authority

Northeastern Junior College has one employee on staff as the Coordinator of Campus Safety & Security. This position is an unsworn position, who's duties are to develop and enhance the Safety & Security program and procedures for the campus. The Coordinator of Campus Safety & Security is working closely with the Sterling Police Department and the Sterling Fire Department, as well as the Logan County Sheriff's Office, the Colorado State Patrol and the Logan County Office of Emergency Management to grow all aspects of Safety & Security on campus.

When a crime is committed, all crime enforcement is provided by one of our partners mentioned above, primarily the Sterling Police Department, as the main campus falls within the city limits. The Equine program is largely held at the facilities that we utilize at the Logan County Fairgrounds, and the Applied Technology Campus borders Logan County and the City of Sterling line, so each of those agencies has participated in assisting us at one point or another with our Safety and Security needs.

It is the desire of the College to deal with the reporting of criminal actions or other emergencies that may occur on campus in an organized fashion. All emergencies or criminal actions that occur on campus should be immediately reported to the Vice President of Student Services Office located at Hays Student Center 113, (970) 521-6608 or the Coordinator of Campus Safety & Security in Walker 20A, (970) 521-6683

Definitions:

Campus

Campus is defined as any building or property owned or controlled by NJC. Campus also encompasses all public property within such area that provides immediate access to the facilities of NJC and any building or property owned, controlled or used by NJC for educational purposes, and used by students, even if it is not within the contiguous area. The campus is also defined as all residence halls owned and controlled by NJC. See Campus and Clery Geography starting on page 31.

Emergency

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

Criminal Action

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

Disposition

Upon receiving a report of an emergency or criminal action, the Vice President of Student Services or Coordinator of Campus Safety & Security shall then contact the appropriate College employee(s) or outside agency(s) to handle the reported situation.

Recording of Incident

The incident shall be recorded by the Vice President of Student Services or Coordinator of Campus Safety & Security in a Crime Log, which is available to the public upon request. This log shall contain the following information:

- Date and time of incident
- Type of incident/crime
- Location of incident
- Person or agency dispatched to handle incident

Please call the Coordinator of Campus Safety & Security to report any incident or safety concerns, or to ask any questions at 970-521-6683.

Your Part

If you are a witness to any incident, whether you believe it is a crime or not, or if you wish to make a complaint or voice a concern, please notify any faculty or staff member, your Residence Assistant, or simply notify the Coordinator of Campus Safety & Security. We also ask that you go to the campus website at <https://www.njc.edu/>, scroll to the bottom of the main page, go to Tools and click on Report a Concern or Have a Complaint and fill out the form. You may remain anonymous if you so choose when making a report.

Visit that Campus Safety & Security pages at <https://www.njc.edu/safety-and-security> to learn more. We also highly recommend that you download the NJC Alert app, which is available for free at your app store.

The College wishes to provide a safe and secure environment for its students, employees and visitors. The NJC campus and facilities are private property and the people that are allowed on campus are determined by their need to be there. Student and staff carrying a current NJC Identification Card are welcome and expected to use the campus buildings, parking and property. There are well-defined rules and procedures for use and access to all campus property. Visitors to our campus are expected to abide by the college rules to make their visit enjoyable and productive. Visitors can obtain a Student Handbook and campus map at Hays Student Center 113 during the regular workdays and hours.

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

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

Security Considerations

Main Campus- Applied Technology Campus- Equine/Rodeo Facilities

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

Lighting

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

Staff

The staff at NJC work in closely with the Sterling Police Department, reporting any law violators, assisting police in entering campus buildings, locating staff and students as needed. College staff members cooperate with and assist the Sterling Police Department whenever possible on investigations and crime prevention on campus. **Law enforcement on campus is conducted the same as any residential area within the city of Sterling. All law violations are reported to the police first then the college administration.**

Concerns regarding security and safety at other hours should be reported to the Coordinator of Campus Safety & Security at 521-6683 or the Vice President of Student Services at 521-6657. Large group security is assisted by the Logan County Sheriff's Posse who are authorized to apprehend, detain and call the police for any violation of the law.

Electronic Access System

The College maintains an electronic access system for exterior doors. All full-time college employees receive electronic ID cards, which must be used for building access during closedown times. The Physical Plant is to be notified if any cards are lost or stolen. Interior doors may require re-keying if the lost keys cannot be located.

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

Staff

The college maintains a staff of 19 Residence Assistants and 2 full-time Hall Directors and 4 part-time Assistant Hall Directors. These Residence Assistants and Directors/AHD's live in the Residence Halls and are specially trained to handle a variety of emergencies.

Residence Hall Security

The College maintains an ID card access system for the Residence Halls. All student housing residents receive room keys and exterior building door key cards, which are to be used for their 24-hour access to their rooms and residence hall. Students must notify the Housing Office if a key or ID card is lost or stolen. The hallway door to each room has a key lock.

Residence Hall Staff, including the student Residence Assistants receive college Fire Safety training each semester.

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

Safety Program and Services

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

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

Safety Training Programs

The Coordinator of Campus Safety & Security will offer Safety Training Programs periodically throughout the school year. These will include topics such as college Fire Safety, dealing with an Active Threat, etc. Any student or employee is urged to contact him at 970-521-6683 to request training on a specific topic.

Campus Security Authorities

The college provides training to all of the Residence Hall Staff, as well as certain faculty and staff members as to their duties as what are known as CSA's, or Campus Security Authorities. These are individuals who have been designated by the college as being responsible, because of their interactions with the students, for reporting to the Coordinator of Campus Safety & Security, any reports from the students of crimes that have occurred. All crimes should be reported immediately to the Coordinator of Campus Safety & Security, and all information is kept confidential.

Definitions to follow are from the Dept. of Education and the Clery Act.

Criminal Homicide-these offenses are separated into two categories: **Murder/Non-Negligent Manslaughter**, and **Manslaughter by Negligence**.

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

Sexual Assault (Sex Offenses)

Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape

Definition: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

B. Fondling

Definition: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

C. Incest

Definition: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape

Definition: sexual intercourse with a victim who is under the statutory age of consent.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

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

Hate Crime

A criminal offense committed that manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim. For the purposes of Clery, the categories of bias include the victims actual or perceived, race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

For Clery purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

VAWA Offenses

Offenses that fall under the Violence Against Women Act (VAWA) include Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Disclosure

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

Registered Sex Offender Information

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

The following are statistics on certain reported crimes, arrests and/or referrals for campus disciplinary action that occurred on the NJC campus. For clarity, statistics are disclosed in four categories: (1) Campus (Main campus, Applied Technology Campus, Equine Center); (2) Non-campus which includes any NJC owned remote facilities used for instruction; (3) Public property, which includes publicly owned sidewalks, streets or other thoroughfares and parking facilities that provide immediate access to facilities owned by NJC and are within the same reasonably contiguous geographic area of the institution; and (4) Residential facilities, which includes all of the residence halls for students affiliated with NJC. Statistics reported are between January 1, 2017 and December 31, 2017 by the local police department and campus officials.

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

NJC Campus Statistics:

CATEGORY	VENUE	2016	2017	2018
CRIMINAL HOMICIDE:	On Campus**	0	0	0
Murder and Non-	In residence halls or other residential facilities	0	0	0
Negligent Manslaughter	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Manslaughter by Negligence	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
SEXUAL ASSAULT/SEX OFFENSES:				
Rape	On Campus**	1	1	1
	In residence halls or other residential facilities	1	1	1
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
AGGRAVATED ASSAULT	On Campus**	0	1	0
	In residence halls or other residential facilities	0	1	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
BURGLARY	On Campus**	2	1	0
	In residence halls or other residential facilities	1	1	0
	In or on non-campus building or property	1	0	0
	On public property	0	0	0
ARSON	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
MOTOR VEHICLE THEFT	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
HATE CRIMES:				
Murder/Non-negligent	On Campus**	0	0	0
Manslaughter	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Aggravated Assault	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0

	On public property	0	0	0
Sexual Assault	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Arson	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Simple Assault	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Robbery	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Burglary	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Motor Vehicle Theft	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Larceny-Theft	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Intimidation	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Destruction/Damage/Vandalism of Property	On Campus**	0	0	0
	In residence halls or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
ARREST FOR:				
Liquor Law Violations	On Campus**	13	27	11
	In residence halls or other residential facilities	13	27	10
	In or on non-campus building or property	0	7	0
	On public property	7	5	0
Drug Abuse Violations	On Campus**	8	4	3
	In residence halls or other residential facilities	3	3	3
	In or on non-campus building or property	3	4	0
	On public property	3	2	0
Weapons Possession (carrying, possession, etc. law violations)	On Campus**	0	0	1
	In residence halls or other residential facilities	0	0	1
	In or on non-campus building or property	0	0	0
	On public property	0	0	0

DISCIPLINARY REFERRALS:

Liquor Law Violations	On Campus**	13	27	11
	In residence halls or other residential facilities	13	27	10
	In or on non-campus building or property	0	7	0
	On public property	7	5	0
Drug Abuse Violations	On Campus**	8	4	3
	In residence halls or other residential facilities	3	3	3
	In or on non-campus building or property	3	4	0
	On public property	2	2	0
Weapons Possession (carrying, possession, etc. law violations)	On Campus**	0	0	1
	In residence halls or other residential facilities	0	0	1
	In or on non-campus building or property	0	0	0
	On public property	0	0	0

VAWA Incidents		2016	2017	2018
Domestic Violence	On Campus	0	1	0
	On Campus Student Housing	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	1
	On Campus Student Housing	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Also includes Sexual Assault—see statistics, above.

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

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

KEY TO HATE CRIMES NOTATIONS:

Type of Bias or Prejudice

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

Timely Warnings differ from **Emergency Notifications**. An **Emergency Notification** will be sent in the event of an immediate danger to life, such as a tornado or an Active Threat. Other messages such as closings for severe weather will also be sent via the Emergency Notification System, or ENS. The message will be distinguished in the transmission as to the type of event, such as Security (Lockdown, Bomb Threat, etc.), Meteorological (Tornado, Blizzard, Late Opening), and so forth.

The College will send a **Timely Warning** message to the campus community for certain crimes that represent a continuing threat to students and employees.

Timely Warnings differ from immediate Emergency Notifications, in that Timely Warnings are issued as soon as pertinent information is available, rather than after the confirmation of an incident in progress.

Purpose:

As required by the Clery Act of 1998, and in accordance with the Violence Against Women's Act of 1994 : The purpose of a Timely Warning notification is to inform the campus community of what is reported to a Campus Security Authority (CSA) or to a local police agency, to be a Clery Act crime or even non-Clery crimes or other serious incidents. These are crimes or incidents that occur within the parameters of what is defined as the Clery Act Geography of Northeastern Junior College. Notifications may also include such crimes or incidents that occur outside of the Clery Geography, that are or might be considered by the institution to represent a serious or continuing threat of danger to the students and employees.

Responsibility:

In order to protect the campus community in the event of criminal activity or other serious incidents, a Timely Warning, defined as a mass notification that is timely and will aid in the prevention of similar crimes, shall be sent to students, faculty, and staff members via one or more of the following means: the Emergency Notification System (AppArmor), email, social media, and/or printed postings. The college will make an effort to ensure the privacy of crime victims, while still providing sufficient information for the community to make relevant safety decisions.

Timely Warnings and **Emergency Notifications** will initially be sent via the Emergency Notification System in the form of phone calls, text message and emails, as indicated by the end user. These messages will also be posted to the NJC Alert app, and then to our college website as time allows.

Drug Free and Alcohol Free Campus

NJC abides by a “zero tolerance” policy for drugs and alcohol. The NJC policy for Drug Free and Alcohol Free Campus is included in the current Student Policy Handbook and is made available to all students and staff per the campus web site or in hardcopy upon request. The college does not allow the possession, consumption, or sale of alcohol or drugs on campus or at any college sponsored events. “Under the Influence,” where a person has detectable signs of using alcohol or drugs, will be considered a college violation. Any student under the legal age will be subject to the educational sanctions required by the college. Do not bring drugs or alcohol onto the campus and do not come to the campus under the influence. For counseling assistance call (970) 521-6663.

Description of Drug and Alcohol Abuse Education Programs

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

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

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

- The NJC Alcohol and Drug Policy is discussed during Freshman Seminar Classes at the beginning of the fall and spring semesters.
- The Alcohol-Wise on line program is required of each new student. Alcohol-Wise is a brief alcohol abuse prevention program. Students are to complete it during the summer months before they arrive for New Student Orientation. There is also a marijuana component and a Consent & Respect module.
- During mandatory floor meetings, the RA's and the Hall Directors explain the NJC Alcohol and Drug policy to residents.
- When students are written up for alcohol and/or drug violations, part of the sanction is a mandatory meeting with the NJC Student Guidance Coordinator. During this meeting, the Guidance Coordinator and the student discuss the incident, as well as the role and affect that alcohol and/or drugs have in the student's life.
- With a Level I and a Level II Alcohol Sanction, students complete a written assessment of need. The results of this assessment are discussed with the student during the meeting with the Guidance Coordinator. If it is determined that additional counseling may be required, the student is referred to outside alcohol counseling service providers.
- With a Level I and a Level II Drug Sanction, students complete a written assessment of need. The results of this assessment are discussed with the student during the meeting with the counselor. If it is determined that additional counseling may be required, the student is referred to outside drug counseling service providers.
- The NJC Peer Helpers have highly visible, on-going alcohol prevention and alcohol awareness programming throughout the year. They sponsor alcohol-free campus-wide events, as well as distribute material and literature for educational awareness. Displays, bulletin boards, and giveaways enhance the Peer Helper programming efforts.
- Referral: Should a student, faculty or staff member exhibit maladjusted behaviors involving the use of alcohol and/or other drugs that warrant more intensive therapy beyond the Counseling program, a referral is made to one of the local counseling agencies. Under circumstances where the policy has been violated, the college may require referral to an alcohol and/or drug rehabilitation program. Finally, under circumstances where an individual is perceived to be a danger to him/her or others as a result of alcohol and/or drug use, the college reserves the right to involuntarily refer the individual to the appropriate treatment facility or agency.

Description of Sexual Assault Educational Programs

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

- The Alcohol-Wise on line program is required of each new student. Alcohol-Wise is a brief alcohol abuse prevention program. Students are to complete it during the summer months before they arrive for New Student Orientation. Alcohol Wise has a component on Sexual Assault Prevention and Respect.
- The Residence Life program promotes resident assistant program preventing sexual assault. These include inviting in community resource staff to share information on keeping oneself safe and the risks in a college environment.
- Printed information that is available in residence halls and in the student center cover the topics of date rape, stranger rape, sexual assault and other related topics including what to do should a rape occur.
- Crime prevention tips are displayed campus wide via poster and reports. Students that live on campus are given staying safe on campus material at the time that they arrive as part of their orientation. This also occurs for students who stay for shorter periods in the summer semester.
- Residence Hall staff are trained as referral people and are knowledgeable about the college and community services available to victims of sexual assault.
- The Student Success Center staff and the Peer Helper program conducts awareness/education promotions throughout the year on sexual responsibility and awareness of safety issues around drinking/drug use and date rape.
- The Student Success Center also offers a library of self-help written materials that can be checked out.
- Individual personal adjustment assistance is available by request or by referral in the Student Success Center, Hays Student Center 104.
- The college has a cooperative relationship with Centennial Mental Health Center, a social service provider for long-term assistance. The college support S.A.R.A. Inc (Sexual Assault Response Advocates) and establishes communication each year as new staff come into the college. SARA provides sexual assault awareness and prevention programs to our student population, especially to new students during Orientation programming.

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

Assistance for Sexual Assault

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

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

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

Preventing Sexual Harassment

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

College and Community Referral Services

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

Northeastern Junior College

Northeastern Junior College Student Success Center 521-6663

Sterling

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

Off Campus Conduct

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

Closing Comments

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

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

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

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

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

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

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

A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Education and Prevention Programs

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

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

The College offered the following ongoing awareness and prevention programs for students in 2018:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Alcohol-wise Marijuana-wise Consent & Respect	Due 1/17/18	Online	Alcohol, Drugs, DaV, SA
Casino Night (Mocktails)	1/19/18	HSC Pete's Retreat	DoV, DaV, SA, Underage Drinking
CADE Survey Promotion	2/8/18	Campus-wide	Alcohol, Drugs, Underage Drinking
Valentine's Dating	2/14/18	Cafeteria	STI, SA information
Sip & Paint	4/26/19	Hays 230	Alcohol Information
Aggie's Banquet	5/1/18	Ballroom	Alcohol Information
Alcohol-wise Marijuana-wise Consent & Respect	6/2/17 (ongoing)	Online	Alcohol, Drugs, DaV, SA
International Student	8/8/17	HSC 230	Alcohol, Drugs, SoV, DaV, SA, S
Take Back the Night	8/28/17	Clock Tower	DoV, DaV, SA, S

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

C. Procedures for Reporting a Complaint

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

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Steve Smith (Vice President of Student Services), Hays 113. (970) 521-6657 in an accurate and timely manner. The colleges encourages accurate and prompt reporting of all crimes to the Coordinator of Campus Safety & Security and to appropriate law enforcement agencies.

If a victim is unable to make the report themselves, then the campus community is encouraged to report crimes of which they are aware. Additionally, NJC encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in our annual security report.

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

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

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

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

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

In the event of an appeal, the Title IX/EO Coordinator shall perform an initial review to determine if the appeal meets the limited grounds listed below and is timely. If the appeal is found to meet these criteria, the Title IX/EO Coordinator shall forward the appeal to a designated appellate officer, who shall give written notice to all parties of the appeal and provide a suitable time frame within which the other party(ies) may submit a written response to the appeal. The appeal and any responses from the other party(ies) shall be reviewed by the appellate officer. The party requesting an appeal must show error, as the original finding is presumed to have been decided reasonably and appropriately.

The ONLY grounds for appeal are as follows:

A procedural error occurred that significantly impacted the outcome of the decision (e.g., substantiated bias, material deviation from established procedures). The written appeal shall specify the procedural error and how it impacted the outcome of the decision.

The investigator's finding is not supported by substantial evidence in the investigation report or the report does not articulate a rational connection between the facts found and the decision made. The written appeal shall specify the finding that is not supported by substantial evidence or for which the report does not articulate a rational connection between the facts found and the decision made; or

To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding. Any new evidence and its impact must be included in the written appeal.

If the appellate officer determines a procedural error occurred that significantly impacted the outcome of the decision, she or he shall return the complaint to the Title IX/EO Coordinator with instructions to convene a new investigation.

If the appellate officer determines the investigator's finding was not supported by substantial evidence in the investigation report, the report does not articulate a rational connection between the facts found and the decision made, or new evidence substantially impacts the original finding, the appellate officer shall modify the findings accordingly.

Decision

If the respondent is found not in violation, the complaint shall be closed with no further action.

If the respondent is found in violation, the findings shall be provided to the Disciplinary Authority to proceed in accordance with applicable policies:

For faculty, disciplinary action will be in compliance with BP 3-20, Due Process for Faculty

For classified employees, disciplinary action will be taken pursuant to the applicable State Personnel Rules and Regulations

For students, disciplinary action will be taken pursuant to BP and SP 4-30, Student Discipline

The outcome of a campus investigation is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the System and the Colleges observe the legal exceptions as follows: Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and/or relationship violence incidents have an absolute right to be informed in writing of the outcome, essential findings, and sanctions without condition or limitation in writing and simultaneously (at the same time) as the respondent is notified.

The System and the Colleges may release publicly the name, nature of the violation, and the sanction imposed for any individual who is found to have committed a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The System and the College will release this information to the complainant in any of these offenses regardless of the outcome.

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not dependent, the College will contact the appropriate next of kin to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

The college shall, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by such institution against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

The institution shall provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will provide complainant with referrals to on and off campus mental health providers 6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 7. Institution will provide a "No 	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

	<p>trespass” (PNG) directive to accused party if deemed appropriate</p> <ol style="list-style-type: none"> 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the Sexual Misconduct and Civil Rights Grievance and Investigation Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	
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Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 	Stalking cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures

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

	<p>how to preserve evidence</p> <ol style="list-style-type: none"> 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<p>Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. The college shall assist victims with counseling, health, mental health, victim advocacy and legal assistance, as well as visa and immigration assistance and student financial aid services. The victim shall be made aware of services available both on the college campus and within the community. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

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

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

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

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

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

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

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

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

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

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

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

On-Campus

Department	Location	Phone
Human Resources or VPSS	Walker Hall or Hays 113	970-521-6730 or 970-521-6657

Community Resources

Agency	Address	Phone
Sterling Police	421 N. 4 th Street	970-522-3512

Sterling Regional Med Center	615 Fairhurst Street	970-522-0122
Rape Crisis Center (SARA)	418 Ensign Street Ft. Morgan	970-867-2121 or 855-440-SARA (toll free)
Victim's Advocate	Logan County Courthouse 110 N. Riverview Rd.	
Local County Courthouse	110 N. Riverview Road	970-522-1572 or 970-522-6565

Online State and National Resources:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Adjudication of Violations

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

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

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the college finds it necessary to extend this timeline, they may do so for good cause. The college will provide written notice to the accuser and the accused of the delay and the reason for the delay;

- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;
- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

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

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

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

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

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

The discipline process, in all cases, provides that:

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

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

4. An employee and student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure?";

5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

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

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. The accommodations and the protective measures provided to victim shall also remain confidential.

Sanctions and Protective Measures

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

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

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

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

Sex Offender Registration

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

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

Prohibition on Retaliation

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

Missing Student Notification Policy and Procedures Statement

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 2008, the College has enacted the Missing Student Notification Policy and Notification Procedures Statement, which apply to Resident Students (students who reside in campus housing). If a member of the Northeastern Junior College community has reason to believe a resident student is missing, he or she must immediately notify the Coordinator of Campus Safety and Security at 970-521-6683. If you are unable to make contact with him, then the Vice President of Student Services or the Director of Residence Life must be notified at 970-521-6655. If you believe there is an immediate threat to someone's life, call 911. Sterling Police Department will be notified by the above mentioned school authorities within 24 hours of determination that the student is missing, and should also be called if you are unable to make contact with them to report such an incident by calling 911 or 970-522-3512.

When a resident student is reported missing, the administration will initiate an investigation to determine the validity of the report and determine if and for how long the resident student has been missing. When it is determined that a resident student is missing, or has been missing for 24 hours, the administration will within 24 hours of notification of the report, contact the Sterling Police Department, and will notify the designated Confidential Contact or Emergency Contact.

Regardless of age, resident students may designate one or more Confidential Contact person(s) to be notified no later than 24 hours after notification that they are missing. This contact may be different from the Emergency Contact person(s) listed in their files. If no Confidential Contact is registered, the resident student's designated Emergency Contact person(s) will be contacted.

Please contact Student Services to fill out a Missing Student Notification card if you wish to choose someone as a Confidential Contact who differs from the Emergency Contact that you have designated.

The Confidential Contact information provided by the student will be accessible only to authorized campus personnel, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If an in-emancipated student under 18 years of age is determined missing, the student's custodial parent or guardian must also be notified within 24 hours, in addition to the designated Confidential Contact.

Campus and Clery Geography

In order to comply with the Federal Clery Act requirements, NJC is required to report all Clery Crimes that occur and are reported to us, within the Clery Geography of the campus properties. This means "on-campus" crimes that occur and are reported to us in or on any building or property that is owned or controlled by the institution, or is within the same reasonably contiguous geographic area, and is used by Northeastern in direct support of, or in a manner related to, the institutions educational purposes.

We also must report any crimes that may occur on or in any building or property that is within or reasonably contiguous to this said geography, that is owned by the institution but controlled by another person, and is frequently used by students, and supports our institutional purposes.

Finally, we also must request the assistance of Law Enforcement authorities in the reporting of Clery Crimes which may occur on or in non-campus buildings or properties, with which NJC has an agreement to use or control, even temporarily. For example, if a hotel is used once every year, or over the span of more than one night in a row by a traveling team or club.

The following are the boundaries of NJC's Clery Geography:

Main Campus; From a point intersecting on the West side of Sidney Avenue and McClarin Road, South along Sidney Avenue to a point on the NE corner of McKinley Street. Then East, across Sidney Avenue, in a line intersecting the NW corner of the U-Hall Neighborhood Dealer, which is located at 918 Sidney Avenue. From there, East to the NE corner of the U-Hall, dropping South to a point on the southern edge of the Un-named Road that goes East and West through the plaza. Then, East again to a point approximately perpendicular to the NE corner of building with the Family Dollar, which has an address of 100 Broadway Street. From that point, South along the front of that complex to that next East corner of that building. From there East across the parking lot to the West edge of Highway 138 (Broadway). The property described (Broadway Plaza) lies within the Clery Geography because of an agreement with the shopping center to utilize parking on that property.

From there, moving NE along that West side of Highway 138 to a point at the corner on the North side of Logan Street, then West to a point intersecting with the point where the West side of the alley behind 125 Charmony Frontage Road intersects. Then SW along the West side of the alley way where it meets the SE corner of property address of ~~xxx~~ Jones Lane. From there, West along the South edge of the private properties of Jones Lane to the point intersecting with the underground Sterling Number 2 Ditch. Then South along the fence line which runs along the East of that ditch to a point on the NW corner of the alley way that runs behind the private properties of Magnolia lane. From there, West along the North side of that alley to the West side of Stone Court, then South to the intersection of Stone Court and Landrum Lane. From that intersection, West along the North side of Landrum to the East side of the alley behind 1102 Sidney Avenue. Then North along the East side of that alley to the property line of 1102 Sidney and then West along the North line, across Sidney to intersect with the starting point at the intersection of Sidney Avenue and McClaren Road.

Applied Technology Campus (previously known as the North Campus)

Starting at the intersection of the West side of Highway 138 and the North side of Pioneer Road, West along Pioneer to a point perpendicular with the intersection of the West side of Plainview Avenue and the North side of Pioneer intersection. Then South along that line one West side of Plainview Avenue to a point perpendicular with the South side of Hagen Street intersection. Then East along South side of Hagen Street to a point at the intersection of the South side of Hagen Street and the West side of Verde Street. Then South to a point at the corner of the West side of Verde Street and the SE corner with the alley way behind the homes of Villa Vista Street. Then East along the rear and North side of the properties on Villa Vista Street to the point on the East side of Valley Drive. Then approximately NE along that East side of Valley Drive to a point at the NW corner of the Majestic Place Apartments, then ESE along the property line of the Majestic Apartments to the West side of Highway 138. Finally, NE along the West side of Highway 138 intersecting with the starting point at Pioneer Road.

Rodeo and Ranch Horse Stalling Facility

Property described as 14025 County Road 39.5, which comprises 28 acres, on the SW corner of a tract of land with the East side of County Road 39.5 as the East side of the border and going North, and the South side of Franklin Street going to the West as the South border of the property. The Legal description:

A TRACT OF LAND IN S2SW4 20-08-52 MORE PART
DESC AS FOLLOWS:
COMM AT THE SW COR SEC 20; TH ELY ALONG S LN
OF SEC 20
1084.4' TO THE NLY EXTENSION OF THE CNTR LN OF
PAWNEE AVE IN

The Logan County Fairgrounds

The Logan County Fairground is non-campus Public property, part of which is leased during the Academic School Year for the purposes of the Equine program. For the purpose of Clery Geography, all of the Fairgrounds are included during that time-period. Starting at the intersection of the SE corner of Cleveland Street and the East side of North Division Avenue, moving North along North Division to the intersection with the North side of Franklin Street, then West along the North side of Franklin Street to a point perpendicular with the intersection with the West side of Pawnee Avenue. Then, South along that West side of Pawnee to a point intersecting with the South side of the NW bound lane of Elm Street, then moving South East to a point where the South side of the NW bound lane of Elm Street intersects with the South side of N 3rd Avenue. Then moving NE along the South side of N 3rd Avenue to the starting point on the SE corner of Cleveland Street.

The Northeastern Junior College 2019 Annual Fire Safety Report

Under the Higher Education Opportunity Act of 2008 ("Act"), all colleges receiving federal funds are required to report fire safety statistics. Instructions on how to access this information will be distributed on an annual basis to all faculty, staff, and students, and to any applicant for enrollment or employment. Please keep this report as a resource document and refer to it throughout the year. This report is descriptive only. It is not intended to serve as a contract between the College and any other party. College security policies and procedures are subject to change at any time without notice. Any inquiries concerning information presented in this brochure may be directed to the Vice President of Student Services, Steve Smith (970) 521-6657 in Hays Student Center 120.

DEFINITIONS (as defined by the Act)

Fires: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety Systems: any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. Examples include sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls.

Fire Drills: a supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injuries: injuries that resulted in treatment at a medical facility, including at an on-campus health center.

On-Campus Student Housing Facilities: a dormitory or other residential facility for students that is located on an institution's campus.

FIRE LOG

A public Fire Log is maintained by the Vice President of Student Services, Steve Smith, and may be accessed by visiting Hays Student Center room 120. The Fire Log tracks, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. It includes the nature, date, time, and general location of each fire. Entries are entered into the log within two days of receipt of the report of the fire. Campus Housing Services works closely with Sterling Police Department and the Sterling Fire Department (LFD) to ensure a safe environment for residence hall students. Residence hall staff and other college officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire- and life-safety awareness, as well as identifying any noncompliance of safety standards.

Fire Safety protocols and procedures

Fire Protocols

Each fall, the Student Housing staff is given fire training, in which College Fire Safety topics are covered, provided by the Coordinator of Campus Safety & Security. Fire drills are conducted in all residential facilities at least once a year, preferably twice, once during each of the fall and spring semesters. Fire safety rules and procedures are provided to students in the Student Handbook. Any resident who purposely and maliciously attempts to set fire to, or burn, or causes to be burned or procures the burning of any building in the Student Housing Program, or any of the furnishings or equipment in, attached to, or around such buildings will be subject to prosecution and penalty under the laws of the State of Colorado. Violation of this policy will result in removal from the Student Housing Program and termination of the Housing Contract. Individuals intentionally causing false fire alarms are in violation of state laws and will be removed from the Student Housing Program. In addition, residents tampering with any fire-fighting equipment (i.e., extinguishers, hoses, alarms, exit signs, smoke detectors, etc.) will be removed from the Student Housing Program and may be subject to further disciplinary action by College officials, and/or the criminal justice system. Fire extinguishers and suppression

systems are regularly tested. Fire evacuation drills are performed each semester in the residence halls, and residence hall staff receives annual fire safety training. Fire safety education and training programs include evacuation drills conducted at College buildings annually and include identifying the location of safety devices (Fire alarm pull stations, AEDs, alternate exits and areas of refuge). Fire extinguisher training is available, upon request, to Housing staff (RA, HDs, AHDs), Faculty and Staff.

For more information regarding fire safety, education or training, please contact Trenton Schwarzer, the Coordinator of Campus Safety & Security, at 970-521-6683. Report any incidents or concerns to him as well.

Handbook Policies

The following items are published and can be referenced in the Student Handbook. Fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, and the burning of incense are prohibited at all times in the Northeastern Junior College residence halls. Smoking is not permitted in any campus housing facility or anywhere on campus. Appliances with open coils such as toaster ovens, hot plates, and toasters are prohibited in the residence hall facilities. Only one microwave and one small refrigerator are permitted in each residence hall room.

To Report a Fire

In order to report smoke or an active fire call 911. If you smell smoke, immediately contact campus authorities to investigate further, even if you do not see fire. If a minor fire appears controllable, immediately contact a campus authority and call 9-1-1 and use the fire extinguisher by directing the charge towards the base of the flame. If it is an uncontrollable fire, immediately contact the Sterling Fire Department and 9-1-1. If you find evidence that a fire occurred and has been extinguished, and you are not sure College has already responded, notify the Department to investigate and document the incident.

Evacuation Procedures

Do not panic; stay as calm as possible. You will need to think clearly to make the right decisions.

Take your keys and student ID with you. Take small personal items (your backpack, briefcase, purse, etc.), if you have time.

Feel the door knob with the back of your hand or palm to test for heat. If the door is cool, brace yourself against it, and open it slowly to check for flames and/or smoke. If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor.

If one exit is blocked, try the next nearest exit.

Leave room door closed. Alert others by shouting or knocking on doors as you make your way to the stairs. Always escape via stairs – never use the elevators

Stay together at a safe distance (300 to 500 feet, upwind) from the building until Campus Safety advises you can return to the building.

Failure to evacuate a building is taken very seriously by the College Housing and could result in disciplinary action.

If You Are Trapped Or Unable To Exit:

Stay calm and take steps to protect yourself.

Close the room door(s).

Put cloth at the bottom of the door(s).

Call 911 (9-911 from a campus phone) and stay on the line and state your location.

If possible, move to a room with an outside window.

Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.

If possible open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.

Be patient. The rescue of occupants of large structures could take time.

There are fire extinguishers located on every floor as well as in the main office of each residence hall. Please take time to familiarize yourself with the locations of fire exits, fire extinguishers, and pull-alarm stations in your residence hall. Tampering with fire extinguishers can leave you and others unprotected in case of a fire. Please remember, false alarms could reduce the response of residents when a fire occurs. If hall residents cannot trust the legitimacy of the fire alarm, they may find themselves trapped by fire in a real emergency. Abuse of fire equipment, false alarms, and arson are serious crimes. Violators are subject to fines, College disciplinary procedures, and criminal prosecution.

Fire Safety Systems

RESIDENCE HALL FIRE SAFETY SYSTEMS							
	DETECTION	WARNING	CONTROL	PLANS			
RESIDENCE HALL	SMOKE DETECTION COMMON AREAS/HALLS MONITORED 24/7	SMOKE DETECTION RESIDENCE ROOMS	FIRE WARNING HORN/STROBE COMMON AREAS/HALLS PULL STATIONS & MONITORED 24/7	FIRE CONTROL SPRINKLER SYSTEMS COMMON AREAS/HALLS MONITORED 24/7	FIRE CONTROL SPRINKLER SYSTEMS RESIDENCE ROOMS MONITORED 24/7	FIRE CONTROL FIRE EXTINGUISHERS COMMON AREAS/HALLS	PLANS FIRE SAFETY POLICIES & PROCEDURES STUDENT HANDBOOK & LITERATURE
WILLIAMS/GRB HALL 619 LANDRUM LN	Full	Stand Alone	Full	Full	Full	Full	X
POOLE HALL 629 LANDRUM LANE	Full	Stand Alone	Full	Full	Full	Full	X
BLUE SPRUCE HALL 143 COLLEGE AVENUE	Full	Monitored	Full	Full	Full	Full	X
DOWIS HALL 145 COLLEGE AVENUE	Full	Stand Alone	Full	Full	Full	Full	X
HERBOLDSHEIMER HALL 147 COLLEGE AVENUE	Full	Stand Alone	Full	Full	Full	Full	X
LON-BERG HALL 125 CHARMONY FRONTAGE ROAD	0	Stand Alone	0	0	0	Full	X

Fire Statistics 2018

2018 RESIDENCE HALL FIRE STATISTICS							
RESIDENCE HALL	TOTAL # OF FIRES REPORTED	FIRE #	TYPE/CAUSE OF FIRE	# OF PERSONS W/FIRE-RELATED INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF FIRE-RELATED DEATHS	VALUE OF PROPERTY DAMAGE	# OF FIRE DRILLS
WILLIAMS/GRB HALL 619 LANDRUM LANE	0	---	---	0	0	---	1
POOLE HALL 629 LANDRUM LANE	0	---	---	0	0	---	1
BLUE SPRUCE HALL 143 COLLEGE AVENUE	0	---	---	0	0	---	1
DOWIS HALL 145 COLLEGE AVENUE	0	---	---	0	0	---	1
HERBOLDSHEIMER HALL 147 COLLEGE AVENUE	0	---	---	0	0	---	1
LONG BERG 125 CHARMONY FRONTAGE RD	0	---	---	0	0	---	1

2017 Fire Statistics

2017 RESIDENCE HALL FIRE STATISTICS							
RESIDENCE HALL	TOTAL # OF FIRES REPORTED	FIRE #	TYPE/CAUSE OF FIRE	# OF PERSONS W/FIRE-RELATED INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF FIRE-RELATED DEATHS	VALUE OF PROPERTY DAMAGE	# OF FIRE DRILLS
WILLIAMS/GRB HALL 619 LANDRUM LANE	0	---	---	0	0	---	2
POOLE HALL 629 LANDRUM LANE	0	---	---	0	0	---	2
BLUE SPRUCE HALL 143 COLLEGE AVENUE	0	---	---	0	0	---	2
DOWIS HALL 145 COLLEGE AVENUE	0	---	---	0	0	---	2
HERBOLDSHEIMER HALL 147 COLLEGE AVENUE	0	---	---	0	0	---	2
LONG BERG 125 CHARMONY FRONTAGE ROAD	0	---	---	0	0	---	2

2016 Fire Statistics

2016 RESIDENCE HALL FIRE STATISTICS

RESIDENCE HALL	TOTAL # OF FIRES REPORTED	FIRE #	TYPE/CAUSE OF FIRE	# OF PERSONS W/FIRE- RELATED INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE	# OF FIRE DRILLS
WILLIAMS/GRB HALL 619 LANDRUM LANE	0	---	---	0	0	---	2
POOLE HALL 629 LANDRUM LANE	0	---	---	0	0	---	2
BLUE SPRUCE HALL 143 COLLEGE AVENUE	0	---	---	0	0	---	2
DOWIS HALL 145 COLLEGE AVENUE	0	---	---	0	0	---	2
HERBOLDSHEIMER HALL 147 COLLEGE AVENUE	0	---	---	0	0	---	2
LONG BERG 125 CHARMONY FRONTAGE RD	0	---	---	0	0	---	2