

# 2017 Annual Security & Fire Report



North Idaho College Security  
703 Military Dr.  
Coeur d'Alene ID. 83814  
(208) 769-3310

[www.nic.edu/security](http://www.nic.edu/security)

## INTRODUCTION

The personal safety and security of students, staff, and visitors, and the protection of property are high priorities at North Idaho College.

This information is provided to you as part of North Idaho College's commitment to safety and security and in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, faculty, staff and visitors must assume responsibility for their personal health and safety, the safety of others, and the security of their belongings. Our institution is safer than most places, but it's not crime free.

Theft, assaults, and other violations of the law can occur at North Idaho College.

A truly safe campus can be achieved only through awareness, shared knowledge and the cooperation of all the students, faculty and staff.

The Campus Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19 year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Residence Life, Judicial Affairs in conjunction with Student Life and the Athletic Department and other campus security authorities. Each year notifications are sent to all enrolled students and employees that provide the web address to access this report. Printed copies of this report may also be obtained at the Campus Security Office located at 703 Military Drive upon request.

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campuses, non-campus and separate campus facilities. The statistics must be gathered from the NIC SRO, security, local law enforcement, and other campus officials who have "significant responsibility for student and campus activities (Campus Security Authorities – CSA).
- At a minimum, this information is to include statistics for crime categories, arrest categories, VAWA Offenses and disciplinary referral categories.
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public crime log "any crime that occurred on campuses" or within the patrol jurisdiction of the campus security, law enforcement and/or is reported to the security department.

## **The Student-Right-To-Know and Campus Security Act**

Congress enacted The Student-Right-To-Know and Campus Security Act in 1990 as Public Law 101-542. It came about through the efforts of several families whose children were murdered on college campuses in the late 1980s. This law requires institutions of higher education which participate in federal programs to publish campus security information and crime statistics. At a minimum, this information is to include statistical crime categories for the three most recent calendar years, arrest/disciplinary referral categories for the most recent years, and statements of security policies. The law was most recently amended in 2000 to require colleges in 2003 to notify the campus community as to where public "Meagan's Law" information about registered sex offenders on campus could be obtained. This information may be obtained at [www.isp.gov/sor\\_id/](http://www.isp.gov/sor_id/) or by contacting the Campus Security Office. Registered sex offenders who may be attending NIC are required to meet with the Director of Student Development prior to class start date.

## **Notice of Availability of the Annual Security & Fire Report**

Each year (prior to Oct. 1 and once again in January) notifications are sent to all students and employees that provides the web address to access this report. Notification of the Annual Security & Fire Reports availability is also provided to students seeking admission to NIC during the prospectus process, and to those seeking employment during recruitment and application. Printed copies of this report may also be obtained at the Campus Security Office located at 703 Military Drive and is published on the security web page, [www.nic.edu/security](http://www.nic.edu/security) please call to request a printed copy at (208) 769-3310.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus as well as separate campuses, off campus buildings or property owned or controlled by North Idaho College; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, such as sexual assault/misconduct, crime reporting, awareness, Violence against Women's Act (VAWA), etc.

North Idaho College is a state supported institution of higher education and located in Coeur D'Alene Idaho with outreach centers in Kellogg, Sandpoint, Hayden, Bonners Ferry, and the Workforce Training Center in Post Falls. A new Career & Technical Education (CTE) center will be opening for the fall 2016 semester in Rathdrum ID. and will be considered a separate campus. The college has an enrollment of nearly 6000 students with approximately 202 students who live in the on-campus Residence Hall.

## **Campus Security**

North Idaho College Campus  
Security; who we are:

Campus Security is located at 703 Military Drive Bldg. #30 (campus map). Security Officers are available 24 hrs. a day, 7 days a week, 365 days a year at ext. 3310 (On-Campus) and 208-769-3310 (Off-Campus). For major emergencies call 911 for Local Emergency Responders and 3310 for Campus Security.

The department consists of professional campus security officers along with a School Resource Officer (SRO) dedicated to providing best-in-class service to the community. Officers patrol the campus(s) on foot, bicycle, golf cart, and in vehicles 24/7/365.

Campus Security is the administrative unit responsible for campus security, policy and procedures. Officers are professionally trained in public safety methods, and provide proactive patrol of the campus, their authority is limited to the geographical boundaries of NIC's properties including land, structures, streets and parking areas.

NIC Security Officers do not carry firearms, but are armed with OC (Pepper) Spray, and the Taser ECW, both of which are non-lethal weapons. To carry these non-lethal weapons, officers complete training through the Coeur d'Alene Police Department, Spokane County Police Academy, and/or by certified instructors with campus security. Even though Security Officers are not sworn peace officers, they are authorized to make citizens arrests when necessary, as granted by Idaho Statute 19-604, and are responsible for enforcement of college rules and regulations, and applicable federal, state, city, and county laws and ordinances on college property.

North Idaho College in addition to security officers has a School Resource Officer (SRO) on the staff. The SRO can be contacted by calling (208) 769-3310. The SRO is an armed member of the Coeur d'Alene Police Dept. who is assigned to NIC and is a sworn law enforcement officer. The NIC SRO can investigate crimes that not only occur on the campus, but also the public areas adjacent to the campus, as well as crimes that have both an off and on campus component (stalking, domestic/dating violence, hate crimes, etc.)

Campus Security works closely with the Coeur d'Alene, Post Falls, Rathdrum Police and Kootenai Co. Sheriff's Office to assist in safeguarding the campus communities. City and County law enforcement officers patrol the public streets on campus and adjoining area.

Campus Security relies on these relationships for support on several levels. In addition to sharing information, Campus Security has direct radio communication with local police and the 911 Emergency Dispatch Center.

Campus Security is a participating member of the Western Association of Campus Law Enforcement Administrators. In addition, Campus Security coordinates various safety and security programs and is responsible for preparation and distribution of the annual safety and security report.

## **Reporting Criminal Incidents and other Emergencies**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Campus Security Office by calling ext. 3310 from on campus phones, 208-769-3310 from off-campus, or in person at the Security office located at 703 Military Dr. Bldg. #30. Criminal activity or medical emergencies that are in progress should be reported by dialing 911, please provide as much information that is known. North Idaho College has installed emergency (Blue Light) phones throughout the main campus for use during emergencies or for assistance with vehicle jumpstarts/lockouts or escort service. By lifting the red handset, users can communicate directly with the security office during business hours, or direct with the on-duty security officer after business hours and weekends. The NIC School Resource Officer (SRO) can be contacted by calling (208)769-3310.

Reporting of criminal incidents or emergencies for the separate campuses and non-campus buildings involves dialing 911 for local emergency response. After calling 911, NIC security must be called at 769-3310 so notifications to the administrative staff - students may be conducted, and also for the possibility that emergency notifications or timely warnings can be issued. Prior to 2014, crime statistics for the non-main campus centers were listed under the main campus crime listings. These outreach centers are now listed separately with each crime category reflected individually for current and past years. The NIC Aerospace Center opened in 2013 with data reflected from that time to present, the Career Technical Education (CTE) facility in Rathdrum opened for the fall 2016 semester. The CTE facility, Workforce Training and Aerospace locations also have an NIC security presence in the form of a roving security patrol who can be contacted by calling 769-3310. All separate campuses have been assigned Campus Security Authorities (CSA) with whom crimes and incidents may be reported.

If a person is a victim/witness of a crime but does not want to pursue action within the college's judicial system or with law enforcement (or is unable to report), we still encourage them to report the incident and we will ensure their anonymity. This is a confidential report as opposed to an anonymous tip or report.

We encourage this for record keeping purposes so we can track potential threats and advise the campus community if there is a danger based on location or method of assault. These are kept and counted in the annual crime statistics for the institution. Victims would also be encouraged to talk with counseling services about the incident which is a confidential communication between victim/witness and counselor.

Secret Witness/Safe Campus: Anyone having knowledge of a crime or information that pertains to a crime but is reluctant to contact authorities may file a “Secret Witness” report. This electronic report can be found and completed from the NIC security web page and allows for anonymous reporting of crimes, tips or suspicious behavior. An additional reporting resource is the Safe Campus initiative. This tool provides information and reporting options on concerning behavior traits that could result in violence to self or others. Visit the security web page below for additional information, links and reporting forms.

<http://www.nic.edu/safety/>

## **Monitoring and recording of Criminal & Non-Criminal Activity**

North Idaho College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students off and on-campus. North Idaho College Security will actively investigate any crime information it receives. If North Idaho College is notified of a situation in which a campus or community member is a victim of a crime, the department may issue a Campus Safety Alert detailing the incident and providing tips so that other community members may avoid similar incidents. We will forward for disciplinary action any information regarding student misconduct occurring during school trips and activities regardless of location. The Security Dept. with the assistance of Campus Security Authorities monitor and record crime and incident data from the Outreach and Training Centers (separate campuses) as well as non-campus buildings. Criminal activity is also tracked from the local law enforcement agencies through alerts, reports, information requests, Nixle, Crimereports.com, etc. This information is gathered and entered into the Annual Security Report with timely notifications issued when warranted. Recent crime and non-crime incidents are updated monthly on the security web page, contact NIC security at 769-3310 for immediate updates.

## **Access to Campus Facilities**

North Idaho College has taken steps to improve accessibility to our disabled students. Most buildings in which students must enter have satisfied the Office of Civil Rights standards of accessibility. Many campus buildings are accessible to members of the campus community, guests and visitors during normal hours of business. Some buildings are open Saturday and Sunday for classes, labs and special events. Exterior doors and most interior doors to the college are locked when offices and buildings are closed at 10pm or when classes are not in session. Keys or key access cards that are authorized and issued to faculty and staff are not to be duplicated or provided to unauthorized employees or students. Persons found in possession of unauthorized keys/cards will have the key immediately confiscated, and could face disciplinary action. Campus Security and Facilities personnel carry keys to all buildings and are responsible for locking and opening buildings and classrooms on the main campus, campus security makes building checks throughout the night. The NIC School Resource Officer (SRO) along with officers from the Coeur d’Alene, Post Falls and Rathdrum Police Departments are provided key cards for expedited facility entry should emergency situations dictate.

The exterior doors of the residence hall are locked at all times and emergency exit doors are equipped with alarms that signal when the doors are opened. The residence hall is equipped with an automated card access control system which provides unlimited access (exterior door/interior room) to residents and authorized staff. Guests and other visitors may visit the residence hall provided they are authorized and escorted at the door by a resident to grant admittance. Visitors may be trespassed from the residence hall for violations of hall regulations or campus policy and can be subject to arrest for violation of the trespass restriction. *Those who possess entry privileges to the residence hall or any campus building via key control card must immediately report the loss or theft of the card to the residence hall manager or security for deactivation. The loss or theft of hard keys must also be reported to security immediately.*

## Maintenance and Security of Campus Facilities

The College maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Formal surveys of exterior lighting on campus are conducted routinely by the Security Department and work closely with the Physical Plant to have all lighting issues addressed in a timely manner. Members of the campus community are encouraged to report any lighting deficiencies to the Facilities Department via School Dude Online Maintenance Request, or by calling 769-3413.

Key Control is one factor of the Facilities Operations Department and Security Dept. responsibilities. All keys issued are signed out and should be returned to the Card Office in the Student Union when no longer needed. Assigned keys are not to be given to any unauthorized persons. Keys found in possession of unauthorized personnel may be confiscated by Campus Security Officers or any facilities personnel. The Security Department works closely with Facilities Operations to ensure all doors and locks work properly.

Everyone is encouraged to report any malfunctions immediately to Campus Security or Facilities to help maintain security of the site. Each evening Security Officers check interior/exterior doors and windows when securing campus facilities.

Shrubbery, trees and other vegetation on campus are trimmed on a regular basis. Campus Security and Facilities personnel survey the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed to meet safety standards, within the guidelines of C.P.T.E.D. (Crime Prevention Through Environmental Design).

The Residence Hall is equipped with surveillance cameras for the interior common areas as well as the exterior parking lot and walkways. Additional cameras are in place for various portions of the campus with additional installations scheduled.

## Timely Warning Notices

North Idaho College President or his/her designee, along with Security and the Communications Department is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. – 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to the North Idaho College Security Department or School Resource Officer (SRO) at 769-3310 who will notify the command staff. In the event a situation arises that requires issuance of a warning, warnings will be provided to keep the campus community (faculty, staff, students, public.) informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. Reference pg. 28 for additional information on Emergency Notifications.

Boise State – University of Idaho – Lewis & Clark State College – Idaho State University - Visitors  
*Students and faculty who may be attending classes on the NIC campus from institutions such as Boise State, University of Idaho, Lewis & Clark State College, etc. are highly encouraged to sign-up for emergency notifications via <https://communitycontact.bbcportal.com/> This link along with instructions can also be located on the North Idaho College webpage [www.nic.edu](http://www.nic.edu) emergency notifications tab.*



**Timely Warnings would be issued for the following classifications: On campus – separate campus or immediate off campus area (including non-campus or off campus buildings) without delay.**

- Arson
- Burglary
- Robbery
- Aggravated Assault
- Murder/Non-negligent Manslaughter – Manslaughter by Negligence
- Motor Vehicle Theft
- Sex Offenses or Misconduct
- Hate Crimes
- VAWA (Violence Against Women Act) Offenses
- Any additional crimes or incidents that are deemed accordingly

### **Procedure:**

Upon receipt of relevant information from law enforcement, victim, witness, etc., and a determination has been made that a timely warning should be issued, campus administration or their designee without delay will inform the campus community (faculty, staff, students, public.) by contacting the directors of Security and Community Relations and Marketing to allow for appropriate media distribution of the timely warning. In addition, a major catastrophe or disaster at NIC, the college may provide timely information regarding the incident(s) on the NIC homepage [www.nic.edu](http://www.nic.edu), by posting flyers, e-mail, emergency text messages, telephone, Alertus or other media (news/Police announcement) outlets. The warning may include, but is not limited to, the following information:

- Type of crime, event, or incident
- Location and time of occurrence
- Available suspect information and safety procedures/instructions to follow.

## **Daily Crime Logs and Definitions**

### **Daily Crime Log:**

North Idaho College Security maintains a Daily Crime Log that lists all reportable crimes. The log outlines the logistics of the crime (date, time, and location), the nature of the crime and how the crime was handled. These logs are maintained and updated for 365 days. They are available at the Security Department during normal business hours and logs over 60 days are available within 24hrs. and on the Campus Security webpage at [www.nic.edu/security](http://www.nic.edu/security). North Idaho College reserves the right to exclude specific crime report information from the log in certain circumstances to maintain victim confidentiality.

### **Pastoral and Professional Counselors:**

Campus professional counselors are employees of the institution responsible for providing psychological counseling to members of the NIC community and who function within the scope of their license or certification. Campus counselors, when acting in that capacity, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual security report for crime statistic disclosure. Campus counselors who serve dual roles with one considered being a Campus Security Authority (CSA); they then are required to report campus crimes as prescribed. They are encouraged should they deem it appropriate to inform individuals being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics; this can be accomplished by calling (208)769-3310 or completing a “Secret Witness” filing from the NIC Security webpage. NIC presently does not offer Pastoral Counselors.

## **Drug Free & Alcohol Free Campus: (Drug Free Schools & Communities Act)**

North Idaho College recognizes the risks and negative circumstances with the use of illicit drugs and the abuse of alcohol. NIC is committed to providing a drug and alcohol free environment which lends support to the educational mission of the institution. The use or possession of alcohol on the NIC campus(s) without prior approval, or the use or possession of illegal drugs on the NIC campus(s) is in violation of policy. Employees and students participate in, and fully the process of developing and reviewing the drug and alcohol policy and the implementation of educational and prevention programs. NIC assures compliance with the Drug Free Schools & Communities Act by regularly monitoring that its printed information is distributed, providing online anytime anywhere access to the NIC Drug & Alcohol Policy, offering preventative and educational programs regarding alcohol and drug use, and implementing appropriate training for employees. Find additional information at [www.nic.edu/security](http://www.nic.edu/security) , Drug and Alcohol Risks and Penalties tab.

## **Crime Statistics:**

The Office of Campus Security, under the direction of the director or their designee, gathers and compiles North Idaho College's Crime Statistics. In addition to the crimes reported to Campus Security, the director also solicits information from various Campus Security Authorities which includes, but is not limited to, Director of Residence Life, VP of Student Services, and the Athletic Director/coach's. Crime statistics in this report for non-campus buildings, separate campuses, public property and adjacent streets were compiled in collaboration with the Outreach Center Coordinators (campus security authorities). We also request and receive crime statistics from the Coeur d'Alene Police, additional law enforcement agencies for adjoining property and campuses (Bonners Ferry, Sandpoint, Kellogg, Rathdrum etc.), plus updates from CrimeReports.com, Nixle, etc. There were no reported crimes that were later deemed to be unfounded by law enforcement from 2013 – 2016. The removal of any crime report by law enforcement would be limited to those that were determined to be reported falsely or could not be substantiated. Details on the reported crime and how this was determined to be unfounded would be explained per incident in the Annual Security Report.

## **Campus Security Authorities:**

Campus Security Authorities (CSA) are those in the position of having responsibility for student activities, functions, athletics, residence halls, outreach centers, etc. CSA's will report all crime activity to the NIC Security Department via the electronic CSA incident form, message or in-person when known. Training for CSA's is available on the NIC Security web page as well as office meetings. CSA's are, but not limited to Resident Hall advisors, club leaders, athletic director & coaches, Director's, Manager's & Coordinators for the Outreach and Training Centers, Title IX officers, Dean of Students, SRO, Victim Advocates, etc. CSA training material is also provided via campus wide announcements and emailed to CSA's directly.

## **Crime Definitions**

**Excerpted from the Implementing Regulations of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (originally the Campus Security Act) originally published in the *Federal Register* on April 29, 1994 (Vol.59, No.82) and November 1, 1999 (Vol 64, No. 210).**

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*.



The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting handbook.

## **Crime Definitions from the Uniform Crime Reporting Handbook**

### **Arson:**

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

### **Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

### **Criminal Homicide-Murder and Murder by Negligence**

The willful (Murder by Negligence) killing of one human being by another.

### **Robbery:**

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

### **Aggravated Assault:**

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

### **Burglary:**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Motor Vehicle Theft:**

The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

### **Drug Abuse Violations:**

Violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine). The possession, use or sale of illegal narcotics/drugs on NIC campuses is prohibited. Those found in violation are subject to arrest, disciplinary referral, trespass, termination of employment and/ or mandated to counselling.

## **Illegal Drugs:**

In the statutes of the State of Idaho within the “Uniform Controlled Substances” section, marijuana is one of many substances included within the Schedule I & II categories. The code states that fines up to and including \$10,000 and/or prison sentences of up to five years for a felony conviction for the possession of marijuana amounts greater than three ounces. Lesser amounts may constitute a misdemeanor charge or penalty. Violations of Section 37 of Idaho Code, controlled substance, which is classified as a narcotic drug, or controlled substance in Schedule II, may be subject to fines up to \$20,000 and sentences up to life imprisonment. Students convicted of possession or sale of controlled substances may be ineligible for grants, loans or work assistance. Violations of Federal and Idaho laws in regards to drugs are also violations of North Idaho College policy. Those found in violation are subject to disciplinary action, arrest, suspension or permanent dismissal. Individuals are highly encouraged to seek counselling and informational assistance through either NIC or off-campus entity they choose.

**Hate Crimes:** (There were no reported Hate Crimes in the years 2012-2016; reported crimes will reflect national origin, ethnicity, gender identity in separate categories)

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Bias categories are listed below;

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g. color of skin, eyes, and/or hair, facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists, etc.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

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, incest, fondling, Statutory Rape.

**VAWA (Violence against Women Act) Offenses** (also see pages 21-23 & 32)

NIC prohibits the following offenses and shall investigate any and all claims.

**Sexual Assault:** Included as a criminal offense and listed separately below.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim

under the violence laws of jurisdiction in which crimes of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, suffer substantial emotional distress. Idaho has recently updated the statute for obtaining protection and no-contact orders for victims of stalking, contact the NIC SRO at (208) 769-3310 for additional information.

### **Liquor Law Violations:**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor (Under 21 yrs. of age) or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or other public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition). The possession, use or sale of alcohol on NIC campuses is prohibited without prior approved authorization. Those found in violation of this policy are subject to arrest, disciplinary referral, trespass, employment termination and/or mandated to counselling.

### **Idaho Alcohol Law:**

The following is a list of Idaho Statutes, for additional information please contact the Student Services Office, Human Resources or by calling NIC Security at (208) 769-3310.

Legal drinking age (ID. Code 23-949) states that any person under the age of 21 who shall purchase, attempt to purchase, possess, serve, dispense or consume beer, wine or alcohol liquor shall be guilty of a misdemeanor punishable according to the schedule test set out in ID. Code 18-1502. Those convicted of a misdemeanor shall be punished by a fine not greater than \$1,000. Second violations may be assessed fines not to exceed \$2,000 or up to 30 days in jail or both. Third and subsequent convictions shall be punished by a fine not more than \$3,000, up to 60 days in jail or both.

Disposal of alcohol to minors, minors in possession, minors consuming (ID. Code 23-603). Any individual who gives, sell or furnish alcohol or intoxicating liquor to a person less than 21 years of age shall be guilty of a misdemeanor. A second and subsequent offense by the same individual shall constitute as a felony. Those that are 21 years or older and who are in the presence of a minor while consuming alcohol and do not take action fall under the consideration of "contributing to the delinquency of a minor" (ID. Code 16-1817 & 20-526)

Driving While Intoxicated (ID. Code 18-8004) It is unlawful for any person who is under the influence of alcohol, drugs, or other intoxicating substance, or has an alcohol concentration level of 0.08, to drive a motor vehicle upon public or private property open to the public.

Driving While Intoxicated by those Underage (ID. Code 18-8004) Those under the age of 21 who has an alcohol concentration of 0.02, but less than 0.08, and operates a motor vehicle on public or private property open to the public is considered to be unlawful. The possession, use or sale of alcoholic beverages without NIC approved written permission is considered to be in violation of campus policy. Those found in violation, and in addition to prior mentioned punishments, are subject to arrest, disciplinary actions, trespass, termination of employment and dismissal/suspension. Individuals are encouraged to seek counselling and informational assistance through either NIC or off-campus entity that they choose.

## **Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

### **Sexual Assault**

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

- **Rape:** 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. This offense includes the rape of both males and females.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the 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 capacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

## Weapon Law Violations

The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or illegal possession of deadly weapons; unauthorized carry of deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. (Does not include violations of campus policy, only violation of State and local laws). *Only individuals in possession of the Idaho Enhanced Concealed Weapons Permit may possess a concealed firearm on NIC properties.* The NIC residence hall, gymnasium, Boswell Hall and Children’s Center remain as no weapons facilities to all students, employees and visitors (with or without Enhanced Permit) (See Pg. 23-24)

<b>Criminal Offenses</b>				
<b>On Campus (Coeur d’Alene Main Campus)</b>				
<b>Crime</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	1
Burglary		1	1	2
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	4
Fondling		1	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
<b>On Campus Residence Halls</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	2
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	3
Fondling		1	0	0
Incest		0	0	0

Statutory Rape		0	0	0
Arson		0	0	0
<b>Non-Campus</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	1	2
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
<b>Non-Campus (OPRV – Graphic Des.)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary (2015/16 statistics are for the OPRV Bldg.)		0	1	2
Robbery		0	0	0
Motor Vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Workforce Training)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Bonners Ferry Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0

Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Sandpoint Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Kellogg/Silver Valley Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Aerospace Center) Open 2013</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Robbery		0	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0
Public Property Crime/Incident		0	0	0



<b>Separate-Campus (Career Technical Education)</b>	<u>Opened</u>	<u>Fall</u>	<u>2016</u>	<b>2016</b>
Murder/Non-negligent Manslaughter				0
Manslaughter by Negligence	Open	Fall	2016	0
Aggravated Assault				0
Burglary				0
Robbery				0
Motor Vehicle Theft				0
Sexual Assault - Rape				0
Fondling				1
Incest				0
Statutory Rape				0
Arson				0
Public Property Crime/Incident				0
<b>Public Property (CDA Campus)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent Manslaughter		0	0	0
Manslaughter by Negligence		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Robbery		1	0	0
Motor vehicle theft		0	0	0
Sexual Assault - Rape		0	0	0
Fondling		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Arson		0	0	0

<b>Arrests</b>				
<b>On Campus (Coeur d'Alene Main Campus)</b>				
<b>Crime</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		3	6	8
Drug law/abuse violations		4	5	3
Illegal weapons possessions - carrying		1	0	0
<b>On Campus Residence Halls</b>				
Liquor law violations		3	6	6
Drug law/abuse violations		3	3	2
Illegal weapons possessions - carrying		0	0	0
<b>Non-Campus</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0

Illegal weapons possessions - carrying		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Non-Campus (OPRV – Graphic Des)</b>				
Liquor law violations		0	0	0
Drug Law/abuse violations		0	0	0
Illegal weapons possessions - carrying		0	0	0
Public property		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Separate-Campus (Workforce Training)</b>				
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Separate-Campus (Bonners Ferry Center)</b>				
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Separate-Campus (Sandpoint Center)</b>				
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Separate-Campus (Kellogg/Silver Valley Center)</b>				
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
		<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Separate-Campus (Aerospace)</b>				
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Career Technical Education)</b>	<u>Open</u>	<u>Fall</u>	<u>2016</u>	<b>2016</b>
Liquor law violations				0
Drug law/abuse violations				0
Illegal weapons possession - carrying				0
Public Property Crime/Incident				0
<b>Public Property (CDA Campus)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		1	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possessions - carrying		0	0	0

<b>Disciplinary Referrals</b>				
<b>On-Campus (Coeur d'Alene Main Campus)</b>				
<b>Crime</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		17	7	9
Drug law/abuse violations		1	1	0
Illegal weapons possession - Carrying		1	4	0
<b>On-Campus Residence Halls</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		13	7	9
Drug law/abuse violations		0	1	0
Illegal weapons possession - carrying		0	0	0
<b>Non-Campus</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
<b>Non- Campus (OPRV-Graphic Des)</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Workforce Training)</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Bonners Ferry Center)</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Sandpoint Center)</b>				
		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0

Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Kellogg/Silver Valley Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Aerospace)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	0	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0
Public Property Crime/Incident		0	0	0
<b>Separate-Campus (Career Technical Education)</b>	<u>Open</u>	<u>Fall</u>	<u>2016</u>	2016
Liquor law violations				0
Drug law/abuse violations				0
Illegal weapons possession-carrying				0
Public Property Crime/Incident				0
<b>Public Property (CDA Campus)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations		0	4	0
Drug law/abuse violations		0	0	0
Illegal weapons possession - carrying		0	0	0

<p><b>Hate Crimes (Defined by Gender, Ethnicity, Religion, Disability, Race, Sexual Orientation, Gender Identity, National Origin) Crimes determined to be motivated by bias. Crimes include Murder &amp; Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.</b></p> <p><b>There were no reported Hate Crimes for the years 2012, 2013, 2014, 2015 or 2016 for any NIC campus, public property or non-campus properties.</b></p>				
<p><b><u>VAWA (Violence against Women's Act) Offenses</u></b></p>				
<p><b>On-Campus (Coeur d'Alene Main Campus)</b></p>				
<b>Crime</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		1	1	1
<b>On-Campus Residence Halls</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0

<b>Non-Campus</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Non-Campus (OPRV-Graphic Des)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate-Campus (Workforce Training)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate-Campus (Bonners Ferry Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate- Campus (Sandpoint Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate-Campus (Kellogg/Silver Valley Center)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate-Campus (Aerospace)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0
<b>Separate-Campus (Career Technical Education)</b>	<u>Open</u>	<u>Fall</u>	<u>2016</u>	<b>2016</b>
Domestic Violence				0
Dating Violence				0
Stalking				0
<b>Public Property (CDA Campus)</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0

## **Crime Prevention Education and Awareness Programs & Campaigns**

It is the goal of North Idaho College to assure that the campus community is conscious of personal safety and the safety of others. Efforts are coordinated between the Campus Security Office and other departments such as Student Services, Counseling Services, Residence Hall, College Relations, Children's Center, Human Resources, SRO and staff - faculty organizations to initiate educational programs in the areas of safety awareness, crime prevention and reporting, and emergency procedures. This is accomplished through workshops, seminars, staff meetings, campus newsletters, webpage, student orientations, safety week and pamphlets that target different areas of concern throughout the year. Areas include, but are not limited to; personal property security, vehicle safety, bicycle registration, alcohol and drug awareness, personal safety and safety of others, rape and acquaintance rape prevention, Violence against Women Act (VAWA), Green Dot program. NIC also offers the following crime prevention services: Emphasis campaigns on topics such as Stalking (January), Sexual Assault (April), Domestic/Dating Violence (October) and Alcohol Awareness are highlighted during established awareness months. Green Dot sexual assault program information is also utilized for training and application by faculty, staff, student leaders, residence advisors, etc. Information on crime prevention, alcohol, sexual assault, domestic/dating violence, stalking and Green Dot awareness is posted on the security web page [www.nic.edu/security](http://www.nic.edu/security) Access to the Annual Security Report and security web page is provided to students and employees during the academic and employment prospective application process. Topics to be highlighted for 2016 & 2017 include but are not limited to; Safe Passages, presentation of Hunting Ground film, Question, Persuade, Refer (QPR) training, Dialogue Boards with evening discussions, Know your IX presentation, Attorney General's Office presentation on cybercrimes, Campus Safety & Civility, Safe Campus initiative, etc.

**Student/Staff Escort Service:** The escort service is provided by Campus Security and will be dispatched to the caller's location to assist with safe travel on campus.

**Emergency Telephones:** Emergency telephones are located throughout campus. No dialing is required and the phones are illuminated with a blue light. Contact is made by lifting the hand set for direct access to Campus Security.

**Awareness Info. :** Please visit (Sexual Offense Victims) <http://www.nic.edu/safety/> tab for awareness information and tips on recognizing and preventing Domestic Violence, Dating Violence, Stalking Sexual Assaults, Bystander Intervention Information and Alcohol Awareness. Contact the Student Services Office or NIC Security at (208) 769-3310 for additional information or references on the Green Dot program.

## **Emergency Drills, Testing, Evacuation**

North Idaho College will conduct (at a minimum) annual emergency drills and exercises to assess established plans and capabilities. These will be conducted as either announced or unannounced, utilize all or some parts of the emergency notification system, results documented and published for participant feedback with enhancements – updates publicized.

Exercises and drills will be documented to include the exercise conducted, date, time, scenario description, announced/unannounced, results and findings. Results will be provided to the NIC community with updates/changes to the NIC Emergency Response and Crisis Protocol Manual. The Emergency Manual at a minimum is updated every 6 months, distributed to designated offices and posted on the NIC web page. Announcements on the Emergency Manual as to updates, location and use will be made prior to exercises and on a semi-annual basis.



**Bicycle Registration:** Students and faculty/staff can register bicycles with Campus Security which includes a photo of the bicycle, owner information, description, and registering the serial number, or engraving student information on the bike in case of theft to aide in recovery and identification. Information can be provided to the Police Department for identification of found property. Contact NIC security at (208) 769-3310 for information or register online at [www.nic.edu/security](http://www.nic.edu/security)

### **Be Aware:**

NIC takes many common sense precautions for safety and expects students and staff to do the same. The vast majority of incidents on campuses can be avoided if students and staff recognize that they can become victims and take basic precautions. NIC realizes the key to preventing crime is awareness which is best achieved through education and efforts that encourage the reporting of suspicious activity to the Police or NIC Security

## **Campus Policies - Assistance**

### **Alcohol and Drugs:**

North Idaho College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The college prohibits illegal possession, consumption, manufacture, and distribution of alcohol and illegal drugs by students, staff and visitors in college owned, leased, or operated facilities-vehicles, and on campus grounds. Individuals - Employees who violate college policies, city ordinances, or state or federal laws may be subject to disciplinary action, criminal prosecution, employment termination or suspension, mandatory attendance in awareness programs or counselling.

Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expulsion, restitution, as well as required attendance at educational programs. Alcohol and Drug education counseling and referral assistance is available through Human Resources (769-3304) or Student Services (769-5970) for staff and students. For a complete copy of the NIC Drug and Alcohol policy, contact Human Resources at (208) 769-3304. Those residing in the NIC Residence Hall should also contact the RH manager or RA staff (769-5932) for resources and information on alcohol and drug programs.

### **Sexual Assault, Harassment & Misconduct Programs**

North Idaho College is committed to preventing all forms of sexual misconduct and to providing accessible, responsive services for dealing with such offenses. Sexual assault, harassment and other sex offenses are in violation of the College Student Judicial Code, as well as in violation of state and federal law, and all officially reported incidents (on & off campus) will be thoroughly investigated. Victims of such incidents are encouraged to report them immediately to the appropriate college authorities and to the local police. The college has detailed policies and procedures that reflect reporting protocol, possible sanctions, administrative procedures, and assistance in adjusting academic, working, and living conditions where possible. The college provides sexual assault and harassment awareness information, referral resources, provides educational and prevention programming and services throughout the year. Information is provided through workshop (February), awareness emphasis months (January, April, October, etc.) posters and pamphlets in campus facilities, webpage resources, campus email and newsletter announcements as well as during campus safety week. Designated educational programs (Green Dot) are also being utilized to inform the campus community through information sessions, tables, and communication announcements. For a complete copy of the NIC Sexual Assault and Harassment Policy contact Human Resources at (208) 769-3304 or the Student Development Office. Students should call (208) 769-5970 for additional information on student conduct issues as well as Title IX information and procedures.

### **Tobacco Free Campus:**

North Idaho College is committed to reducing harm from second hand smoke, provide an environment that encourages individuals to be tobacco-free, and establish a college culture of wellness. To ensure a safe and healthy environment for its students, employees and visitors, North Idaho College is a tobacco-free college. Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on North Idaho College owned, operated, or leased properties including parking lots, walkways, sidewalks, sports venues, college-owned and rented vehicles parked or operated on college property. For the purpose of the guideline, tobacco is defined as any type of tobacco product including but not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless or spit tobacco, or snuff/snus. The tobacco-free college guideline may not apply to specific activities (e.g. the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act; specific educational events where smoking is integral to artistic content). Each exception must be approved in advance by the college president or designee and may occur for the duration of the event and within the parameters specified.

North Idaho College reserves the right to initiate disciplinary procedures or trespass against individuals found to be in continuous violation of this guideline.

### **Procedures for Sexual Offense Victims** (also reference page 32)

Being the victim of a sexual offense can be very traumatic and confusing. The following is a list of options one may pursue subsequent to experiencing a sexual assault or other sexual offenses.

- It is important first to get to a safe place. If safety is not jeopardized, point out the perpetrator to other people.
- Call someone you trust for personal support and possible accompaniment to the hospital and/or Police station. NIC Security can be contacted as well and will assist with the reporting and the assistance process. The "Rape Crisis Line" (661-2522) can provide victim advocacy and support. Assistance can also be sought through the North Idaho Violence Prevention Center by calling 664-9303. NIC can also provide support through Counseling and Health Services (769-7818).
- Seek immediate medical attention if you have been assaulted or injured in any way. Hospital emergency rooms are equipped to treat physical injuries, sexually transmitted diseases, and pregnancy, and to collect evidence. Hospital staff can also assist with notifying law enforcement if requested. Evidence collection will take place only with consent, but it must be gathered within 72 hours of the attack. Consider not bathing, changing clothes, or douching before going to the emergency room because this will destroy evidence that would be helpful in a future prosecution or when seeking a protection order. The hospital will help by informing the Police if they were not already contacted.
- Call the Coeur d'Alene Police Department (911), NIC Security (769-3310) or the responsible Campus Security Authority (CSA) for assistance. Reporting a sexual offense does not mean one must prosecute. Reporting alerts the police which increases the chances of quick apprehension of the perpetrator and preventing other offenses. For cases that will be prosecuted, it is best to:
  - Avoid immediately bathing or changing clothes in order to preserve evidence.
  - Avoid disturbing the scene of the offense or touching objects that were touched by the perpetrator.
  - Try remembering as many details about the perpetrator as possible, such as age; height; weight; hair, eye, and skin color; clothing; scars and other distinguishing marks; brand of cigarettes; make of car and license plate number; and verbal or body language habits.
  - Keep a written record of what happened and add details as they are remembered.

Throughout the process, the victim's wishes will be of paramount importance and will be respected by all concerned. The victim may choose not to notify the Police or campus authorities, but is recommended that they seek assistance from one of the contacts listed below.

The victim may contact any of the Coeur d'Alene or NIC offices listed below to learn about options, receive personal support, or request assistance in notifying the proper authorities. NIC contacts may also provide support in pursuing adjustments in class schedules or the campus environment (if desired changes are reasonably available), or for help in coping with the emotional consequences of being a victim.

North Idaho College will notify the victim of their options and available assistance in changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and such changes are reasonably available. NIC will assist the victim with instructions on attaining a protection or restraining order or similar lawful order from a criminal, civil or tribal court. The NIC School Resource Officer along with campus security and counsellors can provide assistance and information on filing a report, legal options or seeking help.

North Idaho College will notify both the accuser and the accused in writing that they are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and that both the accuser and the accused shall be informed in writing of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. (For additional information, see Reporting & Disciplinary Procedures further in this document)

## Phone Numbers

- Emergencies (on campus) 769-3310 (NIC Campus Security - SRO)
- Emergencies (on - off campus) 911
  
- NIC Counseling 769-7818
- NIC Health Services 769-7818
- Kootenai Medical Center ER 666-3000
- Victims of Domestic Violence 664-9303
- Rape Crisis Line 661-2522
- Women's Center 664-9303 (North Idaho Violence Prevention Center)

*North Idaho College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by North Idaho College against a 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 for these purposes.*

## **NIC Dangerous Weapons Policy #7.04.01:**

Dangerous weapons are potential safety hazards. Illegal possession, use, or display of dangerous weapons or firearms is inappropriate in an academic community unless authorized by North Idaho College or pursuant to Idaho Code 18- 3309. Illegal possession, display or storage of a dangerous weapon, including but not limited to firearms, ammunition, and knife with blade length exceeding 2.5 inches, destructive devices, fireworks, or hazardous chemicals in any form, is prohibited on property owned or controlled by North Idaho College. Only individuals who are in compliance with Idaho Code 18- 3309 (**Enhanced Concealed Weapons Permit**) are permitted to possess firearms on NIC properties.

The NIC Residence Hall, Boswell Hall, Christianson Gymnasium and Lakeside Center remain as NO WEAPON facilities. Campus Security should be contacted for weapon storage considerations and for further information or questions.

The provisions of this policy shall NOT apply to the following persons acting in their official capacity:

Law Enforcement officers or officials

North Idaho College Security Officers (when applicable)

## **Workplace Violence**

All employees and students of NIC have the right to learn, study, and work in an environment free from disruptive, hostile or violent behavior. Therefore, disruptive, hostile, or violent behavior will not be tolerated in NIC classrooms, in instructional environments, on NIC controlled sites, or NIC sponsored activities. Disruptive, hostile, or violent behavior is a form of serious misconduct that undermines the mission of NIC and threatens, in both obvious and subtle ways, the education of students, the welfare of NIC students and employees, and the integrity of the campus community as a whole. Such behavior may result in disciplinary action up to and including expulsion and/or dismissal.

In addition to the corrective and/or disciplinary action described herein, disruptive, hostile, or violent behavior that violates local, federal, and/or state law may be prosecuted as such by the appropriate law enforcement agencies.

This policy is not intended to interfere with the rights of any student or employee to pursue criminal or civil remedies against the perpetrator.

- **Prohibited Behavior Defined**

Disruptive, hostile, or violent behavior includes but is not limited to behavior that is intended to and/or has the effect of threatening, intimidating, and/or harassing NIC employees, students, and/or visitors, or otherwise detracting attention from instructional or other college activities.

- **Specific Examples of Prohibited Conduct**

Specific examples of conduct that may be considered disruptive, violent, or hostile and are prohibited under this policy include, but are not limited to:

- Outbursts, intimidation, repeated interruptions, harassment or any other behavior that disrupts the learning environment.
- Hitting or shoving an individual
- Threatening to harm an individual or his/her family, friends, associates or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by NIC, students, employees or visitors.
- Making harassing or threatening telephone calls, letters, or other forms of written or electronic communications.
- Intimidating employees, students and/or visitors.
- Attempting to coerce an employee or student to do wrongful acts against the business interests of NIC.

- Harassing surveillance, known as “stalking”, the willful, malicious, and repeated following of another person and making credible threat with the intent to place the other person in reasonable fear for his/her safety.
- Making a suggestion or otherwise that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion occurs whether that discussion takes place on or off campus.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on NIC property.

- **Coverage**

NIC’s prohibition against disruptive, hostile, or violent behavior applies to all NIC employees, NIC students, and visitors to the NIC campuses. The prohibition against disruptive, hostile, or violent behavior applies to conduct which occurs in NIC class settings, instructional environments, sporting events on NIC controlled sites, or during NIC sponsored or non-sponsored events.

**Reporting**

Any student of NIC who witnesses an incident of disruptive, hostile, or violent behavior must report the incident promptly to the instructor or person in charge of the event, to NIC security or law enforcement.

Any employee of NIC who witnesses an incident of disruptive, hostile, or violent behavior must report the incident promptly to the appropriate supervisor, NIC Security or law enforcement and prepare a written record of the behavior.

Reports and investigation of prohibited behavior shall be as confidential as possible. No employee or student who reports an incident of disruptive, hostile, or violent behavior or participates in an investigation of such an incident shall be subject to retaliation.

- **Steps to Resolve Prohibited Behavior in the Classroom setting**

**Step 1: Immediate Action.** A student, employee or visitor who violates this policy by engaging in disruptive, hostile, or violent behavior in the class setting is subject to discipline up to and including immediate expulsion from the class setting. When prohibited behavior occurs in a NIC class setting, the instructor shall take immediate appropriate action. Appropriate action may include, but is not limited to the following:

- Request the individual to leave;
- Have the individual removed by Campus Security;
- Suspend the remaining class;
- Request assistance from local law enforcement to remove the individual;
- Students who are asked to leave class or are removed from class will receive a failing grade for the class settings assignment that was disrupted;
- The instructor may also suspend the student from all future classes of the class that was disrupted.

The instructor must provide written notification to the student, the appropriate Division chair, the Vice President for Student Services and the Vice President for Instruction within (1) working day of the occurrence outlining the behavior that took place and the actions taken by the instructor.

**Step 2: Corrective Action** The Vice President for Student Services shall, within (2) working days, review the case and the student's overall record at the college. Based on that review, the vice president may: concur with the instructor's action(s), provide the instructor with additional information about the student for the instructor's consideration to pursue his/her actions, send the student back to class, or impose additional corrective actions.

Additional corrective actions, suspension/expulsion from NIC, including forfeiture of all tuition and fees;

- Removal and/or expulsion from some or all of NIC sites and activities;
- Referral to the appropriate law enforcement agencies.

If corrective action is taken, the Vice President for Student Services must provide written notification to the student, the instructor, division chair and the Vice President for Instruction. The Vice President for Student Services shall also notify other appropriate NIC personnel including the students other instructors, advisors and other affected departments. This notice of corrective action shall be by the most expedient method available. In cases of referral to the appropriate law enforcement agency, the Vice President for Student Services may abbreviate these procedures.

**Step 3: Appeal/Due Process.**

**Student Appeal.** If the student chooses to appeal either the instructor's or the Vice President's actions, they must do so in writing to the Vice President for Student Services within (2) working days. Until then, the instructor's and the Vice President's actions shall remain in effect.

Upon receipt of the request for appeal, the Vice President shall convene a meeting of the Judiciary Council within (3) working days. The Vice President for Student Services shall provide to the Judiciary Council a copy of the instructor's notification of an action, a copy of the Vice President for Student Services decision regarding the issue, a copy of additional corrective action to be taken by the Vice President and any other information pertinent to the case. A recorded or written record of the meeting shall be made.

The student shall provide in writing the basis for the appeal and any additional evidence The student may want the Judiciary Council to consider. The Judiciary Council may Make a decision based solely upon this record or may call another meeting with the student, the instructor, and others as deemed appropriate (including optional silent Advocates accompanying the student and the instructor.) The Judiciary Council shall render a decision on the appeal within (2) working days after their final meeting and Their decision shall be deemed final and exhaust internal college remedies for the Student. (Refer to the Student Code of Conduct, Board Policy 5.06.) If it is determined That the student be allowed to return to class, both the student and the instructor must be notified verbally or in person as soon as possible so the student can avoid missing additional class time.

Copies of all documents, including decisions regarding any appeals, shall be maintained by the office of the Vice President for Student Services as part of the student's file.



**Instructor Appeal.** If the student is sent back to the instructor's class settings by the Vice President for Student Services, the instructor shall have the right to appeal the decision in writing to the Judiciary Council within two (2) working days. Upon receipt of the request for the appeal, the chair of the Judiciary Council shall convene a meeting Of the Judiciary Council within three (3) working days. The Vice President for Student Services shall provide all records of the previous meetings and decisions to the Judiciary Council. The Judiciary Council may make a decision based solely upon this record at its initial meeting or may call another meeting with the instructor, student, and others as deemed appropriate (including optional silent advocates accompanying the student and instructor.)

The Judiciary Council shall render a decision on the appeal within two (2) working days after their final meeting and their decision shall be deemed final and exhaust internal remedies for the instructor. Until the Judiciary Council rules upon such appeal, The instructors and/or the vice president's corrective action shall remain in effect.

- **Prohibited Behavior in Non-Classroom Settings**

**Step 1: Immediate Action:** Any NIC employee, student or visitor who violates this policy by engaging in disruptive, hostile, or violent behavior on an NIC site or during NIC sponsored activity is subject to discipline or removal. When prohibited behavior occurs, the person in charge of the event or site shall take immediate appropriate action. Appropriate action may include, but not limited to the following: (1) requesting the employee, student or visitor to leave; (2) having the individual removed by campus security; (3) suspend the remaining activity; and/or (4) requesting assistance from local law enforcement to remove the individual.

**Step 2: Disciplinary and/or Corrective Action**

**Employees: Disciplinary and/or Corrective Action.** Any employee of NIC who violates this policy by engaging in disruptive, hostile, or violent behavior is subject to discipline as deemed appropriate by the employee's supervisor up to and including dismissal. Dismissal and suspension are matters that should be considered under the employee grievance procedures. (Refer to Policy 3.02.07.)

**Student: Disciplinary and/or Corrective Action.**

The Vice President for Student Services may impose corrective actions upon a student who violates this policy, including, but not limited to:

- Removal from the disrupted event;
- Suspension/expulsion from NIC, including forfeiture of all tuition and fees;
- Removal and/or expulsion from some or all of NIC sites and activities;
- Discipline as determined by the Vice President for Student Services;
- Referral to the appropriate law enforcement agencies.

If corrective action is taken, the Vice President for Student Services must notify the student in writing within one (1) working day of the disruptive, hostile, or violent event that corrective action has been taken. The Vice President for Student Services shall notify the students other instructors and advisors.

The notice of corrective action to the student shall be by the most expedient method available. In cases of referrals to the appropriate law enforcement agency, the Vice President for Student Services may abbreviate these procedures.

The student shall have the right to appeal the Vice President for Student Services decision within two (2) working days from the receipt of the decision by filing a written appeal to convene the Judiciary Council.

The Vice President for Student Services shall provide to the Judiciary Council a copy of the notice of corrective action, a copy of the Vice President for Student Services decision regarding the appeal, all other evidence presented at the meeting, and the recorded or written record of the meeting. The student shall provide in writing the basis for the appeal and any additional evidence the student may want the Judiciary Council to consider. The Judiciary Council may make a decision based solely upon this record at their initial meeting or may call another meeting with the student, the instructor, and others as deemed appropriate (including optional silent advocates accompanying the student and the instructor.) The Judiciary Council shall render a decision on the appeal within two (2) working days after their final meeting, and their decision shall be deemed final and exhaust internal college remedies for the student  
(Refer to the Student Code of Conduct, Policy 5.06.)

**Visitors to NIC:** Visitors to NIC controlled sites and/or NIC activities that violate this policy may face action which includes, but is not limited to the following:

- A request to leave the scene/campus immediately;
- Removal by Campus Security or law enforcement.
- The visitor be trespassed from NIC sites and activities;
- Any other terms deemed appropriate by the NIC administration;
- A referral to the appropriate law enforcement agencies.

#### **Emergency Response, Notification and Evacuation Procedures:**

North Idaho College's need to be prepared for emergencies is ongoing. Through proactive training, drills and involvement with organizations such as the International Association Campus Law Enforcement Administrators (IACLEA), Western Association of Campus Law Enforcement Administrators (WACLEA), Local Emergency Planning Committee (LEPC) and the Kootenai County Office of Emergency Management, Kootenai County training committee, we are continuing to build a community that is ready and willing to support and protect the campus. Through the National Incident Management System (NIMS), we have developed techniques that support our requirements in emergency operations. Through Blackboard Alerts Text Messaging/E-mail Notification, Cardinal Contact, a mass notification system has been implemented which allows authorized NIC officials to send news and instructions simultaneously to individuals through cellphone text messaging, e-mails, Alertus desktop and stations within moments of the critical incident.

North Idaho College has developed a Crisis Response Manual that includes information about Incident Teams, the College operating status parameters, incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency plans and continuity of operations plans for their staff and areas of responsibility. North Idaho College conducts exercises each year which have included table top exercises, field exercises, and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The North Idaho College security supervisors have received training in Incident Command and Responding to Critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campuses, the first responders to the scene are usually security officers and Facilities Department staff who assess the incident and work together with the responding location police and fire agencies to manage the incident. Depending on the nature of the incident a number of other outside agencies could respond to the incident.

General information about the emergency response and evacuation procedures for North Idaho College are publicized each year as part of the institutions Clery compliance efforts and that information is available on the Campus Security website. Detailed information about, and updates to the North Idaho College Crisis Response Manual are available on the Security Website at: <http://www.nic.edu/safety/>

### **Emergency Notifications to the NIC community about an immediate threat or circumstance**

The Offices of Campus Security and Community Relations and Marketing receive information from the various offices/departments on campus or local/state agencies regarding an incident on campus or local off campus area. Campus Security or the School Resource Officer (SRO) would be the primary recipients on emergency information received from law enforcement for situations that may be off campus but geographically significant for NIC. If the Campus Security Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the North Idaho College Community, Campus Security and Community Relations and Marketing will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community, or to the appropriate segment of the community, if the threat is limited to a particular building, separate campus or segment of the population. Campus Security and Community Relations and Marketing will, without delay and taking into account the safety of the community, determine the context of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident which poses an immediate threat to members of the North Idaho College Community, the college has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in an event of an immediate threat to the campus community. These methods of communication include network e-mails, emergency text messages to cell phones, e-mail via Cardinal Contact, NICAlerts messaging system, Alertus and general campus telephone system calls. Advisories are posted on the NIC Website homepage and portal, along with updated information as available. The Office of Community Relations and Marketing will be the sole contact for press releases and information. NIC students upon enrollment are automatically assigned as recipients for emergency messaging. Visitors, etc. are informed that they may receive alert messages by instructions located on the NIC and security webpage. Evacuation, shelter in place or emergency specific instructions would be included with messages for the main as well as separate campuses. Those who may not be on campus, but in the vicinity would be advised to avoid entering the campus until further notice. Should an evacuation of the campus be warranted, instructions on best available departure route(s) would be included. Circumstances that would warrant an emergency notification are armed intruder, bomb threat, health hazard, weather event, gas leak, etc. Should an emergency exist at one of the NIC separate campuses, a detail specific message may be tailored for them while a general emergency message drafted for the NIC community.

The NICAlerts emergency messaging system will be tested once a semester as a test message or in conjunction with an evacuation – Shelter in Place drill.

## **Shelter-in-Place Procedures (Reference Emergency Handbooks)**

The term, **Shelter-in-Place** means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **Shelter-in-Place should be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by NIC officials using the most current information available.

Once the decision has been made, officials will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available. Providing assistance to those that may be disabled or in open areas should be accomplished if safe to do so.

## **Shelter-in-Place (Hazardous Material Incident) Recommendations**

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by competent authority
- Note: The heating and ventilation system may be shut down or changed to recirculate air to prevent drawing in outside air for applicable emergencies.

## **Shelter-in-Place (Active Shooter/Violent Situation Procedures)**

In the event of the presence of a person or persons deemed by North Idaho College to be a threat to the campus community, a decision to Shelter-in-Place would be made with the most current information and instructions disseminated. This is the preferred method of keeping people out of harm's way when evacuation is not possible or practical, controlling pedestrian traffic, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/ offices/ classrooms.
- Notify those around you, and encourage others to remain in your room/ office rather than to try to leave the building, assist others if practical.
- Lock the doors, cover the door window if applicable, pull down the blinds, and turn off the lights.
- Stay away from the windows.
- Monitor your email; computer and cell phone for emergency message updates (silence these devices).
- Report any suspicious activity, sounds or smells to law enforcement by calling 911 (use campus landline if possible, do not hang-up).
- Only come out when you recognize the authority directing you to do so and follow all instructions, secure firearm if you are armed and in possession of the ID. Enhanced Concealed Weapons Permit.

## **Shelter-in-Place (Weather) Recommendation**

A severe weather event such as high winds during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Those that may not be within an office or classroom when the Shelter In Place notice is issued will need to assess the situation and make the best decision from the information provided. This decision may be based on your location at that moment (hallway, parking lot, sidewalk, etc.) while avoiding the general area of the emergency. Returning to your vehicle may be your best action if you are within the parking lot and it is safe to do so.

When law enforcement arrives for an active shooter/hostile incident, they will not stop to help the injured, rescue teams will follow. Remain calm and follow instructions, drop items in your hand, raise hands and spread fingers. If you are in possession of the Idaho Enhanced Concealed Weapons Permit and carrying a firearm, the weapon must be secured prior to law enforcement arrival. Do not make contact with law enforcement while displaying a firearm, it will be assumed that you are a threat and could be fired upon.

Follow evacuation instructions from law enforcement, keep hands raised and remain in the safe location where you are directed. Law enforcement will identify and question witnesses as time permits.

### **Missing Student Notification:**

If a member of the campus community has reason to believe that a student who resides in **on-campus housing** is missing, he or she should immediately notify the Residence Hall Manager at 769- 5932, or Dean of Students Office at 769- 6176, or NIC Security at 769-3310. The Residence Hall manager will contact Campus Security (769-3310) and the Dean of Students Office and initiate an investigation. The investigating team or designated representative will meet with the individual(s) making such a report and gather the following information:

- Essential information about the missing person—description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph should be secured.
- The investigating team will also gather information about the physical and mental wellbeing of the missing person. A current class schedule, class attendance information (assistance through the Registrar or Dean of Students Office) job information and work schedule, and residence hall information sheet will be obtained.
- Based on information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing persons status.
- After the completion of steps one through three and it appears that the person is actually missing, parents or an emergency contact person will be notified by the Residence Hall Manager or Dean of Students office.
- After consultation with the family of the missing person, the family may contact the Coeur d' Alene Police (769-2320) to file a missing person report, further investigatory measures will be taken or additional notifications made based on the circumstances of the individual case. Once the Police Department is notified, they will be the primary investigator and the college personnel will continue to work with them.

The Residence Hall Manager or Dean of Students office will keep the family or identified contact apprised of the investigation status.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially, an individual to be contacted by NIC in the event the student is determined to be missing for more than 24 hrs. If a student has identified such an individual, NIC will notify that individual no later than 24 hrs. after the student is determined to be missing. This information shall be registered, remain confidential, accessible to only authorized NIC officials, and only disclosed to law enforcement for investigation purposes. Students under the age of 18 and not emancipated shall have parents and/or listed contact notified within 24 hours of being determined missing. NIC will notify local law enforcement within 24 hours once determined that a student is confirmed missing.

Students who wish to identify a confidential contact can do so through the Residence Life Manager.

## Domestic Violence, Dating Violence, Stalking and Sexual Assault/Harassment

North Idaho College is committed to maintaining learning and working environment that is free of discrimination, harassment and violence for all students, staff, and visitors. Members of the NIC community who supervise employees or students, teach-coach or advise students or members of the public, or those that have authority to a college related or sponsored program, must engage in appropriate proactive measures to prevent violations of NIC policy. Anyone who may be a victim of or have knowledge of an instance of domestic violence, dating violence, stalking or sexual assault/ harassment should promptly report this to the NIC Title IX Coordinator at (208) 769-5970, (208) 676-7156, and to NIC Security at (208) 769-3310.

In order to implement and clarify changes to the Violence Against Women Reauthorization Act of 2013, the Higher Education Act defines these crime categories; *NIC prohibits the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking* (also reference pg. 10)

**“Sexual Harassment”** means unwanted sex or gender based conduct that is sufficiently severe and persistent that it unreasonably interferes with, denies or limits a person’s ability to participate in or benefit from an educational program, activity, or creates a hostile environment. Sexual Harassment can be in the form of unwelcome sexual advances, requests for sexual favors, verbal and nonverbal sexual misconduct.

**“Sexual Assault/Misconduct” (Forcible/Non-Forcible)** can include sexual violence which is sexual intercourse or sexual contact without his or her consent. Consent can best be described as words or conduct that indicates freely giving consent to sexual activity. **Consent cannot be given** when there is a threat of violence or force, lack of resistance by actions or spoken words, coercion or intimidation. **Consent is also not given** when the victim is incapable of consent due to drug or alcohol use, unconsciousness, physical condition or mental capacity concerns. Additional forms of sexual misconduct can be identified as; indecent exposure, exhibitionism, indecent liberties, peeping or voyeurism, prostitution, “sexting”.

Retaliating or the perceived threat of retaliating, to include intimidation, to prevent or hinder the reporting or investigation of any crime or complaint will be investigated.

### Risk reduction

The following are strategies that should be kept in mind to assist in reducing the possibility of sexual assaults. Be aware of your surroundings, avoid isolated areas, walk in the company of others, be mentally and physically prepared should you be confronted with a situation, carry a cell phone or have a means for requesting help, do not place yourself in a situation or location that you do not feel comfortable (trust your instincts), Do not leave food or drink unattended or accept food or drink from someone you don’t trust, park in areas that are well-lit and afford accessibility. Please reference the security webpage ([www.nic.edu/security](http://www.nic.edu/security)) sexual offense victims & online resources tab for information and videos on risk reduction, alcohol awareness, domestic/dating violence, stalking and sexual assault. Call security at 769-3310 for an escort on the NIC campus.

**Victims of Domestic Violence, Dating Violence, Stalking, Rape, Incest or Sexual Assault/Harassment** should report any and all instances to their supervisor, instructor, campus authority, Title IX Coordinator, law enforcement or NIC security immediately. Victims will be provided information and assistance on contacting law enforcement if desired, reporting options, procedures should the victim decline to notify authorities, confidentiality options, procedures for investigating and adjudicating their claim, be informed of campus and community medical, counseling and referral options. The victim can expect that personal information related to their claim will not be released or made available to the public. The victim can also request through the Student Development and Services Office (208)769-5970 options for changing academic, living, transportation or working accommodations. NIC security is available to provide escorts and assist with additional needs you may require, please call (208) 769-3310.



Victims should seek medical attention when needed, should contact law enforcement by dialing 911 when in danger. Preserving evidence when a crime is committed is vital. Police, medical professionals or advocates can recommend ways to preserve physical and electronic evidence and how to record behavior traits. NIC will provide assistance and guidance when requested. NIC can advise and assist those who may wish to proceed with protection, no contact or restraining orders that are issued by criminal, civil or tribal court. Please contact NIC security at (208) 769-3310 for assistance and additional information.

When NIC receives a report that an instance of Domestic Violence, Dating Violence, Stalking, Rape, Incest or Sexual Assault- Harassment exists, the Title IX Coordinator will be notified for investigative purposes. If the investigation results in the violation of law or policy through evidence collected, the findings will be sent through the required process for legal, disciplinary or referral resolution. The accuser and accused will be kept informed (in writing & simultaneous) throughout the process and made aware of all procedural and appeal options available. The accuser and accused are given timely notice of meetings at which one or the other or both may be present. The accuser, accused and officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings. Proceedings and investigations shall be prompt, fair, impartial, and be conducted by officials who have no conflict of interest, are unbiased, and are annually trained on these related issues. Both the accuser and accused shall be informed in writing the outcome of disciplinary proceedings and be informed on the appeal process, and the appeal results. Both the accuser and the accused shall be provided the opportunity to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied by the advisor of their choice.

The Vice President for Student Services as well as the Director of Human Resources will be involved with the final determinations of appeals and sanctions for students and faculty/staff.

#### **Awareness and Prevention (Sexual Assault, Domestic & Dating Violence, Stalking, Rape)** (Reference pg. 20)

North Idaho College with the assistance of the North Idaho Violence Prevention Center will inform students, staff and faculty on the awareness and prevention of Sexual Assault/Misconduct, Domestic & Dating Violence, Sexual Harassment and Stalking. This information shall be disseminated during orientations, seminars, awareness campaigns, safety week seminars, Green Dot and with fliers – brochures and posters throughout the campuses. Those applying for attendance & employment at NIC are also provided the webpage link and directions to access the Annual Security & Fire Report as well as online resources and information from the security webpage. Awareness and prevention information will also be emailed to all students, staff and faculty at a minimum annually. Online resources and information can be found under the Sexual Offense Victims/Online Resources at [www.nic.edu/security](http://www.nic.edu/security)

Additional information can be provided by NIC Security at (208) 769-3310, ask for the NIC SRO or Pat Murray. Incoming students and employees and prospective students and employees will be provided information during the application process as to access of the Annual Security & Fire Report and awareness/prevention initiatives for Domestic/Dating Violence, Sexual Assault, Stalking, Alcohol Awareness & Crime Prevention via the ASR & security webpage. Students residing in the residence hall are also provided information and resources by the residence hall staff. NIC provided a workshop conducted by staff from the North Idaho Violence Prevention Center in February on domestic & sexual violence during “Safety Fest” at the Workforce Training Center. Sexual Assault, alcohol, drugs, personal safety and sheltering information will be provided to all students in the residence hall, will be accessible from the NIC security webpage, and available in campus facilities.

#### **Reporting/Disciplinary Procedures for Domestic Violence, Dating Violence, Stalking, Sexual Assault/Harassment, Acquaintance Rape, Rape, Incest, Forcible-Non-Forcible Sex Offenses**

The Title IX Coordinator will ensure that all complaints and violations of Sexual Assault/Harassment, Domestic/Dating Violence, Stalking, Acquaintance Rape, Rape, and Sex Offenses are investigated in a timely, thorough and unbiased manner for students, staff and faculty. Investigations are anticipated to be completed within 60 days of filing with the accused and accuser being informed in writing on the investigation status, results of any disciplinary proceedings, procedure for the victim and accused to appeal the result of the disciplinary proceeding, results of appeals, and when results are finalized. Disciplinary appeals need to be directed to the Title IX Coordinator in writing. Upon written request, North Idaho College will disclose to the alleged victim and accused of a crime of violence, or non-forcible sex offense, the report on the results of any disciplinary proceedings conducted

by NIC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime of violence or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

NIC Employee reporting is considered mandatory when learned that any form of the above listed offenses, crime or misconduct has occurred, that involves a student has occurred, this notification to the Title IX Coordinator or NIC Security should be immediate. Employees must report complaints even if the victim wishes to remain anonymous, requests confidentiality, does not request to file a formal report. Employees who elect not to report received complaints are subject to disciplinary action, suspension or termination.

When notified of a complaint or misconduct, college officials will notify the complainant and respondent in writing that an investigation has commenced and what their rights and options are during the process. The complainant will also be advised of their right (in writing) to no contact or protective orders, on and off campus counselling resources, victim advocacy, options for academic, housing and working/transportation accommodations and protective measures, legal assistance, financial aid. An overview of the disciplinary process, who will receive complaint reports and procedures for any new or retaliatory incidents, plus any criminal implications will be discussed. The above options are applicable whether the victim chooses to report or not report the incident to law enforcement, campus authorities or NIC security. NIC employs a School Resource Officer (SRO) who can assist with reports or complaints that occur both on and off the campus if requested.

Investigations will be conducted impartially, thoroughly, promptly and completed within 60 days of notification. NIC investigations will be conducted independently from any law enforcement investigation that could be in effect.

The investigative process for complaints by students involving other students will be conducted by the Title IX Official. The official may need to interview the complainant, the respondent, witnesses and examine any physical or potential evidence. The student/employee will be provided with written notice of the investigation and the determining factors for any disciplinary action to follow. The complainant will also be advised of their rights (in writing) that pertain to no contact or protective orders, options for academic and housing accommodations and transportation, protective measures (escorts & classroom accessibility) when applicable.

Investigations of complaints filed when the perpetrator is an NIC employee (including work study) shall be conducted by the Title IX Investigator. Investigations will be conducted in the same manner as those previously mentioned with the written results of any possible disciplinary action provided to the accused and accuser.

Investigation of complaints or misconduct when the perpetrator may not be a student or employee (no NIC affiliation) will be investigated by the Title IX official. The official reserves the right to request law enforcement assistance when the investigation extends beyond the boundaries or jurisdiction of North Idaho College.

The confidentiality of the complainant and aspects of the investigative proceedings will be maintained in order to address privacy concerns as permitted by law. Information gathered during the investigation will be kept as need to know and only disseminated to those that have been designated in the investigative process. North Idaho College will inform the complainant that if they request to remain anonymous, NIC will honor this request to the extent that is permissible by law. Anonymity does not eliminate an announcement to the college community as a notice of a crime that has occurred; victim and complainant names would be withheld. Clery Act recordkeeping disclosures will be conducted so the victim's personally identifiable information remains confidential.

### **Disciplinary Procedures**

Those requesting to file a disciplinary complaint for Dating/Domestic Violence, Stalking, Rape, Acquaintance Rape, Forcible/Non-Forcible sex offenses or Sexual Assault/Misconduct should call the Title IX officer at (208) 769-5970 or NIC Security at (208) 769-3310. As mentioned in the Reporting/Disciplinary Procedures on the previous page, the Title IX Officer will conduct the investigation and proceeding for students. The Title IX Officer in conjunction with the HR Title IX Investigator will conduct the investigation and proceedings for faculty and staff. Alleged misconduct when reported will be investigated in a fair, impartial and prompt manner. The investigation would include a meeting to discuss the alleged misconduct, rights and protective measures plus referral assistance, review incident reports or complaints, discussion on evidence and additional reporting options. The Student Code of

Conduct and the NIC Civil Rights Policy will be referenced to determine the type of proceeding based on the circumstances of the allegation. The preponderance of evidence will be used as a baseline for the standard of evidence during a disciplinary proceeding on allegations of Dating/Domestic Violence, Stalking, Rape or Sexual Assault/Misconduct.

Possible disciplinary sanctions that may be imposed against students post appeal process include but not limited to; expulsion, probation, suspension, warnings and/or censure, assessment and/or counselling, disqualification from class/activity/specific privilege.

Possible disciplinary sanctions that may be imposed against faculty or staff post appeal process include but not limited to; dismissal, suspension, warnings and/or censure, assessment and/or counselling, probation.

### **Definitions:**

Proceeding – All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding, investigations, formal or informal meetings, and hearings.

Result – Any initial, interim or final decision by any official or entity authorized to resolve disciplinary matters within the institution.

Final Result – When the case has been closed.

Preponderance of Information/Evidence – Greater weight of credible evidence, however slight the difference may be.

*Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)*

### **Reporting Options**

NIC Students and employees may pursue a complaint by notifying NIC Security/SRO at (208) 769-3310, local law enforcement (911 for emergencies or (208) 769-2320 for non-emergency), Title IX Official at (208) 769-5970. Complaints can be filed as both criminal or administratively for the disciplinary process.

### **Bystander Information & Intervention (Green Dot)**

If you suspect that someone is in a potential high risk situation for becoming a sexual assault or misconduct victim, intervention could be the difference from someone becoming a victim.

“What you could do”;

Taking the initiative to help someone who may be impaired or not thinking clearly.

Prevent someone who may be intoxicated from going to a potential unsafe area or entering into an unsafe situation.

Remind those who may not be informed of what the definition of consent is.

Contact someone who will intervene (Security or Police).

For more information, please refer to the Sexual Offense Victims tab, Student Success videos for Bystander

Intervention and other awareness topics at <http://www.nic.edu/safety/>

### **Consent for Sexual Activity**

Consent is positive cooperation involving an act of free will, absent of coercion, intimidation, force or threat of force. Someone cannot consent when they are impaired by the influence of alcohol or drugs, by someone who has a disability that would impair their understanding of the act. Consent must be understood by everyone and may have limitations, full consent to everything must not be assumed, honor limits that are set and that consent can be denied at any time. The legal age of consent for sexual activity for the State of Idaho is 18 years.

## **Definitions:**

**Awareness Programs:** Community wide or audience specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.

**Primary Prevention Programs:** Programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Bystander Intervention:** This term refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, Dating Violence, Sexual Assault or Stalking against a person other than the individual. Effective Bystander Intervention training and awareness prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and taking action to intervene.

**Ongoing Prevention and Awareness Campaigns:** These are campaigns that are applied over time focusing on increasing awareness or understanding of topics relevant to Sexual Assault, Domestic Violence, Dating Violence and Stalking. These campaigns will occur throughout the year and may include awareness months, handouts, fliers, seminars, information tables, Campus Safety Week, emails, etc. Effective campaigns will address topics as consent, social behaviors, perpetrator tactics, awareness and reporting, any geographic or present trends.

**Risk Reduction:** This term refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization or bystander inaction. Risk Reduction focuses on helping individuals and communities address the institutional structure or cultural conditions that facilitate Sexual Assault, Domestic Violence, Dating Violence or Stalking to increase safety. Examples of Risk Reduction may include crime prevention education, security escorts, safety plans, vehicle services, and bystander intervention programs that educate the campus on how to recognize, report and interrupt situations of harm, or implementing a communication system that can notify the campus of immediate threats to safety and security.

## **Annual Fire Report**

North Idaho College in compliance with the Higher Education Act (HEOA) which is required of all Title IV institutions that maintain an on-campus student housing facility. An on-campus student housing facility is defined as any dormitory or other residential facility for students that are located on an institutions campus even if the building is owned or maintained by a student organization or another party.

### **Residential Facilities:**

North Idaho College currently has one on-campus housing facility located at 518 College Drive which houses 202 students, Resident Advisors, and the Residence Hall Coordinator.

**Fire System Description:**

The Residence Hall has a monitored system that includes a sprinkler system, both in the student's rooms and common areas of the building. An alarm system which includes horns, strobes, smoke detectors, heat sensors, duct sensors, pull stations and a panel monitored 24/7 by Simplex Grinnell. The system for both fire alarm and sprinklers, and fire doors are tested annually by the licensed contractor. Any and all deficiencies or repair needs must be reported to the residence hall manager – staff, or security immediately.

**Fire Drills**

Participation in all fire drills and evacuations is mandatory and anyone causing a false alarm, tampering, damaging, or in any way using fire safety equipment for other than its intended use will be stringently penalized and/or immediately evicted from the residence hall. Violation of Idaho's Uniform Fire Code may also result in up to a \$1,000 fine and/or up to six months in jail.

Fire drills are scheduled a minimum of four times a year, once each semester (start of) and additional drills will be scheduled during summer camps when applicable.

**Fire Safety Policies**

For fire safety reasons, the only two appliances allowed in the rooms are a microwave and mini-fridge.

Smoking is prohibited within the building and on the NIC campus (only permitted at designated areas)

Any kind of an exposed heating or smoke bearing element is prohibited. This includes, but not limited to, hot plates, electric fry pans, and halogen lamps.

Propping entrances and suite doors open is a fire & safety consideration, please do not prop open doors.

Smoke detectors and sprinklers cannot be covered or obstructed in any way.

Overhead lights may not be manipulated in any way.

Live or cut Christmas trees and large amounts of dry vegetation (hay bales, corn stalks, leaves) are prohibited.

The use of open burning candles (no open flame) or incense is prohibited.

Do not use the elevators during a fire alarm. Elevators may not be tampered with in any way (unless there is an emergency), including pulling on the doors, ringing the alarm, or using the emergency telephone.

Routine inspection of student rooms once a month is necessary to verify that acceptable standards of safety are observed, residence hall regulations and public laws are followed, and for fire equipment and safety checks (smoke detectors, sprinklers, outlets).

## **Emergency Evacuation Procedures**

In case of an emergency, call 911, provide as much detailed information as feasible. In case of a fire, the alarm will sound (if you see/smell a fire, pull an alarm). Walk out of the building quickly and do not use the elevators. Meet on the soccer field (south of the Residence Hall) unless directed otherwise by competent authority and wait for instructions. The Meyer Health & Sciences Bldg. west of the residence hall may be used during an evacuation due to inclement or dangerous weather. Evacuation routes are posted on the back of each student room door. Staff may enter rooms to check on evacuation if there is reason to believe that someone could not or did not evacuate. All residents must evacuate and failure to do so is a violation of state law and residence hall regulations.

### **Evacuation of persons with disabilities:**

Persons with disabilities who may need assistance with evacuation should notify the Residence Hall coordinator at time of move-in and provide necessary documentation of disability and needs. When an evacuation occurs, those persons need to go to the area of rescue by the elevator and wait for assistance. The Hall coordinator and RA's should ensure that no one is waiting in an area of rescue prior to evacuating themselves and render necessary assistance to evacuate the disabled person.

Residence Hall students should contact the Residence Hall manager (208) 699-5124 or Student Union Operations (208) 769-7787 for additional fire safety or program information; initial training will be addressed during residence hall move in orientations and room assignments.

## **Persons to which individuals should report that a fire has occurred (not in progress)**

Director of Student  
Development  
(208) 769-5970

Residence Hall Manager  
(208) 699-5124

Director of Facilities  
(208) 651-4023

Assistant Director of  
Facilities  
(208) 699-6970

Campus Security  
(208) 769-3310

## **Fire Log**

There have been no fires that have occurred or reported in the Residence Hall located at 518 N. College Drive in the years, 2007 – 2016.

There have been no fires reported in any additional campus building on the main campus as well as the Separate Campuses/ Non-Campus buildings in the years 2007 – 2016.

## **Contact Campus Security**

To report crimes or emergencies, members of the college community should call 769-3310 if off-campus or x3310 from any campus extension, 911 for emergencies or crimes that are in progress (on/off campus). For life-threatening emergencies, call 911 from any campus extension. Be prepared to advise the dispatcher at the 911 center where the emergency is located, provide bldg. name, address and room number. Also call x3310 so campus security can respond and assist.

**NIC Campus Security**

**703 Military Dr. Coeur d'Alene ID. 83814**

**(208) 769-3310**

[www.nic.edu/security](http://www.nic.edu/security)