

# North Idaho College Annual Security & Fire Report 2011



## 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, and the security of their personal belongings. Our institution is safer than most places, but it's not crime free.

Theft, assaults, and other violations of the law sometimes 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 a notification is sent to all enrolled students and employees that provides the web address to access this report. Printed copies of the report may also be obtained at the Campus Security Office located at 710 Military Dr.

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 campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other campus officials who have "significant responsibility for student and campus activities;"
- At a minimum, this information is to include statistics for six crime categories, three arrest categories, and three disciplinary referral categories.
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employee;" and
- Disclose in a public crime log "any crime that occurred on campus..or within the patrol jurisdiction of the campus security and 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 statistics crime categories for the three most recent calendar years, three arrest 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 [http://www.isp.idaho.gov/sor\\_id/search.html](http://www.isp.idaho.gov/sor_id/search.html) , or at the Campus Security Office. For further information concerning these laws, NIC crime statistics, or security policies, contact the Campus Security Office.

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

Each year a notification is sent to all enrolled students and employees that provides the web address to access this report. Printed copies of this report may also be obtained at the Campus Security Office located at 710 Military Ave.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; certain 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, and other matters.

North Idaho College is a state supported institution of higher education and is located in Coeur D'Alene, Idaho with outreach centers in Kellogg, Ponderay and Bonners Ferry, and the Workforce Training Center in Post Falls. The college has an enrollment of over 6,000 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 on 710 Military Drive Bldg #27, the Security office is open Monday through Thursday 7:30am – 4pm, and 7:30am – 2:30pm on Friday. 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 dedicated to providing best-in-class service to the community. Officers patrol the campus on foot, by bicycle or golf cart, and in vehicles 24 hrs a day.

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 facilities.

NIC Security Officers do not carry firearms, but are armed with OC (Pepper) Spray, and a X-26 Taser, both of which are non-lethal weapons. To carry these non-lethal weapons, officers complete training through the Coeur d'Alene Police Department, Spokane 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.

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

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/Parking office located at 710 Military Dr. Bldg #27. North Idaho College has installed emergency (Blue Light) phones throughout campus for use during emergencies or for assistance with vehicle jumpstarts/lockouts or escort service. By lifting the Red handset located inside the yellow phone box, users can communicate directly with the Security Office during business hours, or direct with with the on-duty security officer after business hours and weekends.

If a person is a victim of a crime but does not want to pursue action within the college's judicial system or with law enforcement 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 warn 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 and counselor.

### **Monitoring and recording criminal activity at off-campus organizations**

North Idaho College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students off 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 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.

### **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 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 will have the key immediately confiscated, and can face disciplinary action. Campus Security and Facilities personnel carry keys to all buildings and are responsible for locking and opening buildings and classrooms, Campus Security makes building checks throughout the night.

The exterior doors of the residence hall are locked at all times and emergency exit doors are equipped with alarms that signal whenever the doors are opened. The residence hall is equipped with an automated card access control system, which provides unlimited access to residents and authorized staff. Guests and other visitors may visit the residence hall as long as they are authorized and met 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.

### **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 the commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lit. 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, by calling x3413.

Key Control is one factor of the Facilities Operations Department responsibilities. All keys issued are signed out and should be returned to facilities when no longer needed. Assigned keys are not to be given to any unauthorized persons. Keys found in possession by 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 insure security of the site. Each Evening Security Officers check interior/exterior doors and windows when securing campus.

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).

## Timely Warning Notices

North Idaho College President or his/her designee 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 who will notify the President's Office as soon as safely possible. In the event a situation arises that requires issuance of a warning, warnings are provided to keep the campus community 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.

### Timely Warnings are usually issued for the following classifications:

- Arson
- Burglary
- Robbery
- Aggravated Assault
- Criminal Homicide
- Motor Vehicle Theft
- Sex Offenses
- Any other crimes as deemed necessary

### Procedure:

Upon receipt of all relevant information and a determination has been made that a timely warning should be issued, Campus Administration or their designee will inform the campus community 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, or other media outlets. The warning may include, but is not limited to, the following information:

- Type of crime
- Location of occurrence
- Available suspect information

## 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 60 days. They are available at the Security Department during normal business hours and logs over 60 days are available within 24 hrs, and on the Campus Security page at <http://www.nic.edu/websites/index.asp?dpt=14&pageID=1944>. North Idaho College reserves the right to exclude crime report information from the log in certain circumstances.

### 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 different Campus Security Authorities which includes, but is not limited to, Director of Residence Life, VP of Student Services, and the Athletic Director. Crime statistics in this report from off-campus venues and adjacent streets were compiled in collaboration with the Outreach Coordinators in Bonners Ferry, Ponderay, and Kellogg, and the Workforce training center in Post Falls. We also receive crime statistics from the Coeur d'Alene Police Department for adjoining property.

## 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 Non-negligent Manslaughter:**

The willful (nonnegligent) 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 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). Does not include driving while under the influence and/or being under the influence of narcotic/illegal drugs.

#### **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. (Drunkenness and driving under the influence are not included in this definition).

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

### **Sex Offenses – Forcible:**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- C. Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. Forcible Fondling: The touching of the private body parts or another person for the purposes of sexual gratification, forcibly and/or against that persons will; or, not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### **Sex Offenses-Nonforcible**

Unlawful, nonforcible sexual intercourse.

- A. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape: Nonforcible 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 possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned. (Does not include violations of campus policy, only violation of State and local laws).

### **Hate Crimes:**

A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based on the perception that the person or group has one or more of those characteristics.

<b>Criminal Offenses</b>			
<b>On Campus</b>			
<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	3	5	4
Robbery	0	0	0
Larceny/theft	0	11	22
Motor vehicle theft	0	1	1
Forcible sex offenses (including forcible rape)	0	0	1
Non-forcible sex offenses	0	0	0
Vandalism	0	10	9
Arson	0	0	0
<b>On Campus Residence Halls</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	1	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	11	2
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	10	0
Arson			
<b>Non-Campus</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	0	0
Arson	0	0	0
<b>Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	1	0
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	0	0
Arson	0	0	0

<b>Arrests</b>			
<b>On Campus</b>			
<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Liquor law violations	7	0	8
Drug law violations	10	3	2
Illegal weapons possessions	0	0	1
<b>On Campus Residence Halls</b>			
Liquor law violations	5	0	4
Drug law violations	5	2	2
Illegal weapons possessions	0	0	1
<b>Non-Campus</b>			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
<b>Public Property</b>			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

<b>Disiplinary Referrals</b>			
<b>On-Campus</b>			
<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Liquor law violations	40	39	33
Drug law violations	0	1	0
Illegal weapons possession	0	0	0
<b>On-Campus Residence Halls</b>			
Liquor law violations	35	39	33
Drug law violations	0	0	0
Illegal weapons possession	0	0	0
<b>Non-Campus</b>			
Liquor law violations	0	0	0
Drug law violations	2	0	0
Illegal weapons possession	0	0	0
<b>Public Property</b>			
Liquor law violations	3	0	0
Drug law violations	0	2	0
Illegal weapons possession	0	0	0

<b>Hate Crimes</b>			
<b>On-Campus</b>			
<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>On-Campus Residence Halls</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>Non-Campus</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0

## Crime Prevention Education and Awareness

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 and staff and faculty organizations to initiate educational programs in the areas of safety awareness, crime prevention, and emergency procedures. This is accomplished through workshops, seminars, staff meetings, newsletters, orientations and pamphlets that target different areas of concern. Areas include, but are not limited to; personal property security, vehicle safety, alcohol and drug awareness, personal safety, and rape and acquaintance rape prevention. NIC also offers the following crime prevention services:

**Student/Staff Escort Service:** The escort service is provided by Campus Security and will be dispatched to a caller's location to assist in traveling to a car or campus location.

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

**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 the student ID number on the bike in case of theft to aide in recovery and identification. Information can be given to the police department for Identification of found property.

### 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.

## Campus Policies

### 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 drugs by students and staff in college owned, leased, or operated facilities, and on campus grounds. Individuals who violate college policies, city ordinances, or state or federal laws may be subject to disciplinary action and/or criminal prosecution. 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 assistance are available through Human resources or Student Services for students and staff. For a complete copy of the NIC Drug and Alcohol policy, contact Human Resources at (208) 769-3304.

### Sexual Assault and Harassment:

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 and harassment is in violation of the College Student Judicial Code, as well as in violation of state and federal law, and all officially reported incidents 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 training, providing educational and prevention programming and services. For a complete copy of the NIC Sexual Assault and Harassment Policy contact Human Resources at (208) 769-3304

### 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, and college-owned and private 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 against any individual found to be in continuous violation of this guideline.

## Procedures for Sexual Offense Victims

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.

1. It is important first to get to a safe place. If safety is not jeopardized, point out the perpetrator to other people.
2. Call someone you trust for personal support and possible accompaniment to the hospital and/or police station.
  - The "Rape Crisis Line" (661-2522) can provide victim advocacy and support.
  - NIC can also provide support through Counseling and Health Services (769-7818).
3. 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.
  - 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.
  - The hospital will help by informing the police if they were not already contacted.
4. Call the local Police Department (911). Reporting a sexual offense does not mean one must prosecute. Reporting alerts the police, increasing 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 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.

North Idaho College will notify both the accuser and the accused 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 of the outcome of any campus disciplinary proceeding brought alleging a sexual assault

### Phone Numbers

- Emergencies (on campus) 769-3310 (NIC Campus Security)
- Emergencies (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

**NIC Dangerous Weapons Policy #7.04.01:**

Dangerous weapons are potential safety hazards. Possession, use, or display of dangerous weapons or firearms is inappropriate in an academic community unless authorized by North Idaho College. Possession, display or storage of a dangerous weapon, including but not limited to firearms, ammunition, destructive devices, fireworks, or hazardous chemicals in any form, is prohibited on property owned or controlled by North Idaho College. This policy involves the prohibition of the above-referenced items on or in college property and facilities, including but not limited to academic buildings, athletic and recreation facilities, administrative offices, college housing, college parking areas, college streets and college vehicles. It also applies to private vehicles parked or operated on college owned or controlled property. It is the intent of this policy to ensure a safe educational, social, and working environment at North Idaho College and property controlled by North Idaho College. 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

## **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.

**1. 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.

**A. 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.
- 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 intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation 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.

## **B. Coverage**

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

## **C. 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.

Any employee of NIC who witnesses an incident of disruptive, hostile, or violent behavior must report the incident promptly to the appropriate supervisor 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.

## **I. Steps to Resolve Prohibited Behavior in the Class setting**

**Step 1: Immediate Action.** A student 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 student to leave;
- Have the student removed by Campus Security;
- Suspend the remaining class;
- Request assistance from local law enforcement to remove the student;
- 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, sends 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.

## **II. Prohibited Behavior in Non-Class Room Settings**

**Step 1: Immediate Action:** Any NIC employee or student 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. 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 or student to leave; (2) having The employee or student removed by campus security; (3) suspend the remaining activity; and/or (4) requesting assistance from local law enforcement to remove the employee or student

### **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;
- The visitor be banned from NIC sites and activities;
- Any other relief deemed appropriate by NIC administration;
- A referral to the appropriate law enforcement agencies.

### **Emergency Response 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 E-2Campus Text messaging/E-mail Notification system (NICAlerts) a mass notification system has been implemented which allows authorized NIC Officials to send news and instructions simultaneously to individuals through cellphone text messaging and e-mails 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 system on campus. 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 campus, the first responders to the scene are usually Security Officers and Facilities Department 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/>

#### **Notifications to the North Idaho College community about an immediate threat**

The Office of Campus Security and the Community Relations and Marketing Office receive information from the various offices/departments on campus regarding an incident on campus. 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 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 cellphones and e-mail via the E-2campus NICAlerts messaging system, and general campus telephone system calls. Advisories are posted on the NIC Website homepage, along with updated information as available. The Office of Community Relations and Marketing will be the sole contact for press releases and information.

The NICAlerts emergency messaging system will be tested once a semester as a test message or in conjunction with an evacuation drill, an emergency response log is kept of all notifications and drills which includes the date, time, location if exercise was conducted and whether it was announced or unannounced.

#### **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 ext. 5932, or Dean of Students Office at ext. 6176. The Residence

Hall manager will contact Campus Security 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:

1. 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.
2. The investigating team will also gather information about the physical and mental well being 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.
3. 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.
4. 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.
5. After consultation with the family of the missing person, the family may contact the local police 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 local police department is notified, they will be the primary investigator and the college personnel will continue to work with them.
6. The Residence Hall Manager, or Dean of Students office. will keep the family or identified contact apprised of the status of the investigation.

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

## Annual Fire Report



## Introduction

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 is 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 and the Residence Hall Coordinator.

**Fire System Description:**

The Residence Hall has a monitored system that includes a sprinkler system, both in the students 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 both fire alarm and sprinklers, and fire doors are tested annually by Simplex Grinnell.

## **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 Four times a year, once each semester and additional drills will be scheduled during the summer camps.

## **Fire Safety Policies**

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

Smoking is prohibited anywhere inside the residence hall and outside within 20ft of building doorways and windows.

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 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 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. 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 people on the soccer field and wait for instructions. 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.

### **Persons to which individuals should report that a fire has occurred.**

Director of Auxillary Services  
Residence Hall Manager  
Director of Facilities  
Assistant Director of Facilities  
Campus Security

## **Fire Log**

There have been no fires that have occurred in the residence hall located at 518 N. College Drive in the years, 2007, 2008, 2009, 2010.

### **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. 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. Also call x3310 so that campus security can respond.

710 Military Dr.  
Coeur D'Alene, ID 83814  
Office: 208-769-3310 (24hr)  
Fax: 208-769-7758