Annual Crime, Campus Safety and Fire Report

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Statistics Reported For:
Calendar Year January 1, 2019 through December 31, 2019

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Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

*The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))** is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.*

The Clery Act requires colleges and universities to:

***Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault, domestic violence, dating violence and stalking. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report.*

***Maintain a public crime log –** Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for sixty (60) days and, subsequently, made available within two business days upon request.*

Disclose and provide to the U.S. Department of Education, crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non- campus facilities, including Greek housing and remote classrooms – The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
  - ◊ Rape
  - ◊ Fondling
  - ◊ Incest
  - ◊ Statutory Rape

- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate crimes must be reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability. In addition to the above-noted crimes, if the crime committed is classified as a hate crime, statistics are required for the following four additional crime categories:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The statistics for the following incidents must be reported in addition to those above:

- Domestic Violence
- Dating Violence
- Stalking

Institutions are required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees – Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes and incidents an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy – Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Compile and report fire data to the federal government and publish an annual fire safety report – Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on- campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. If specifically identified as such, the fire report can be combined with the annual crime report, and the fire log can be combined with the crime log.

Enact policies and procedures to handle reports of missing students – This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours. On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act, which included amendments to the Clery Act, affording additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking; it also added the last three crime to the list of crimes that must be reported. It also requires the University to provide policy statements addressing domestic/dating violence and stalking in addition to sexual violence, to have programs available addressing the prevention of and response to these crimes, and to establish the definitions that the University will use for classifying these offenses; this information is contained within this report.

The crime and fire statistics for the University of Nebraska-Nebraska College of Technical Agriculture are provided at the end of the *Annual Campus Security and Fire Safety Report*.

Preparation of Annual Security Report

The preparation and disclosure of the annual Crime Awareness and Campus Security Report and campus crime statistics is compiled yearly and distributed by October 1 by the Nebraska College of Technical Agriculture in consultation with, information from and knowledge of the Dean, Associate Dean, Assistant Dean, Business Office and the Frontier County Sheriff's office. The University of Nebraska prohibits any individual from intimidating, threatening, coercing or retaliating against anyone who is implementing this law.

Annual Security Report

This security and fire report introduces you to the University of Nebraska-College of Technical Agriculture (NCTA), its services, security measures, fire measures, policies and regulations that promote campus safety. Current crime statistics related to the campus are also provided.

Disclosure

In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092, the University of Nebraska College of Technical Agriculture each year notifies students, faculty and staff by email and on the website ncta.unl.edu the Annual Campus Security, Crime Awareness and Fire Report.

Student Services Office
404 E 7th St, Curtis NE 69025
or by calling (308) 367-5240.

A link to this report is located on the employment webpage and the admissions web page. Upon request, applicants for enrollment or employment will be given a copy of this report. NCTA also provides this information to the United States Department of Education. Crime statistics which reflect offenses reported to campus authorities during the two preceding school years are included in this report.

Campus Profile

The Nebraska College of Technical Agriculture is a state-supported institution of higher education comprised of the main academic divisions, Agriculture Production Systems, Agribusiness Management Systems and Veterinary Technology Systems. NCTA is a community of approximately 500 students, employing 55 faculty and staff members. NCTA is located in the community of Curtis, Nebraska which has a population of approximately 939.

Although the area, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate, crime prevention and safety remains a high priority for the campus. NCTA does its part to ensure a safe, protected and orderly environment for its community by having a partnership with the Frontier County Sheriff's Office.

Campus Authority

Campus authority at NCTA is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This is to include but not limited to the Dean, Associate Dean, Student ADA-504 Coordinator/ Advisor and Residence Life Manager, Maintenance Supervisor, Custodian/Security Supervisor,
Human Resources and the Student Service Advisor. Other officials may be identified by additional policy generated by the Dean or his/her designee as deemed necessary and the University will maintain, revise, and disseminate procedures as required to effectuate this policy. Professional mental health, pastoral, and other licensed counselors when functioning in that capacity are not considered campus security authorities, however, all members of the campus community including the above listed are encouraged to report crimes or criminal activity to the Frontier County Sheriff's Office.

Law Enforcement Authority/ Working Relationship with State and Local Police

The Nebraska College of Technical Agriculture contracts with the Frontier County Sheriff's Office, and works closely the Nebraska State Patrol. Although there are no written memoranda of understandings between the agencies all agencies actively assist each other as needed. Incidences that cross jurisdictions require additional personnel, or equipment beyond the campus's abilities, will be conducted jointly with another agency. The Frontier County Sheriff's Office also responds to any off-campus incident involving students or student organizations.

Reporting of Criminal Activities and Emergencies

Faculty, staff, students and guests should report all crimes and public safety related incidents which happen on campus promptly to the Frontier County Sheriff's Office for further investigation. The Frontier County Sheriff's Office can be contacted at (308) 367-4411 for non-emergency needs and 911 in cases of an emergency. If a student or employee is unsure who to report a crime to or would like assistance in the reporting process they may contact the after-hours campus security at (308) 367-6331. Students who reside on-campus may contact the Resident Advisor on duty or the Residence Life Manager's office at (308) 367-5247. With such information NCTA will keep accurate records of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to potential dangers.

All incident reports involving NCTA students are forwarded to the Student Conduct Officer for review and potential disciplinary action. In the case of a sex offense and other crimes of violence, victims may wish to make reports anonymously to the Associate Dean (in cases involving students) or Human Resources (in cases involving employees). Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

Campus Notification

NCTA believes that dissemination of information is the key to educating our community about the occurrence of crime on campus. Efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Annual Report: An annual report of crime-related information is compiled. A postcard is sent each year to in-

form campus community members how to access the report The release of information to the public shall be in compliance with all federal, state and local laws.

Immediate Notification/Safety Alerts

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the campus authorities will immediately notify the campus community of the situation.

The definition of a significant emergency or dangerous situation involving an immediate threat is any situation which encompasses an imminent or impending threat to the campus. This includes but is not limited to fires, serious health outbreaks, bombs, terrorist incidents, armed individuals, explosions, civil unrest and severe weather conditions such as tornados, blizzards and earthquakes that are likely to impact the campus.

When determining whether to make this notification, NCTA will take into account any impact the notification could have on the victims , while taking into account the safety of the campus community.

When a member of the campus community believes a significant emergency or dangerous situation exists they should call 911 or notify the Frontier County Sherriff's Office (308) 367-4411, Residence Life Manager, (308) 367-5247, Associate Dean's Office at (308) 367-5259. When these individuals receives reports they shall , without delay, investigate and confirm the facts of the situation.

Release of any and all information shall be contingent upon the information not interfering with department operations, infringing on an individual's rights, or the violation of an existing law.

Evacuation Procedures

Building Evacuation

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants. Faculty members are responsible for dismissing their classes and directing students to leave the building by the nearest exit upon hearing the alarm or being notified of an emergency. Designated essential personnel needed to continue or shut down critical operations while an evacuation is underway are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves. Contract workers will be made familiar with the procedure outlined herein and are expected to leave the building when the alarm sounds.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic or ignore the alarm.
- Dismiss classes in session and leave the building immediately, in an orderly fashion.
- Do not go back to your office or classroom area for any reason
- Do not use the elevators.
- Follow the quickest evacuation route from where you are
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep or Instructor at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal. (Silencing the alarm does not mean the emergency is over.)

<u>Any person</u> unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your office/classroom/ residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual they need to at a minimum get them to a stairwell and then notify rescue personnel.

If you are on a building floor <u>WITHOUT</u> exit doorways, and you hear a fire alarm, or are informed of an evacuation.

- Go to a stairwell immediately.
- Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
- Provide operator with your exact location, building name, floor and room numbers;
- Give phone number you are calling from;
- If possible remain by phone, police have radio contact with officers at scene and will keep you informed of the situation. (The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.)

Campus Evacuation

Responsibility for issuing evacuation orders rests with the Dean, his/her designee or by direction of the City of Curtis. When there is an immediate need to protect lives and provide for public safety, the on-scene commander can make the decision to evacuate. Individual responsibility should be taken by all faculty, staff, students and guests to ensure for their own safety.

Public Notification

Persons to be evacuated should be given as much warning time as possible. On slow moving events, pre- evacuation notice will be given to affected residents. All warning modes will be utilized to direct the affected population to evacuate campus. This will include use of the "Safety Alert" system to notify individuals by phone, e-mail and text message. NCTA will also post information on the campus web page. Wherever possible, the campus building evacuation plans will be implemented and work area reps and floor monitors will walk through buildings going door-to-door to notify occupants.

Movement

It is anticipated that the primary evacuation mode will be in private vehicle. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Movement instructions will be part of the warning and subsequent public information releases.

Transportation

The Emergency Management Coordinator will determine the need for special transportation, coordinate the use of transportation resources to support the evacuation and announce convenient centralized locations as assembly areas. There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need a special type of transportation. Provisions will be made for vehicles to transport these individuals. The public will be instructed how to notify EOC of any special transportation problems.

Access Control

During times of evacuation, NCTA buildings will be locked down. In certain situations buildings will be pinned so that only authorized emergency personnel have access. A perimeter would be established and enforced by Campus Security. An access pass system would be established.

Re-entry

The re-entry decision and order will be made by the Dean or his/her designee after the threat has passed and the evacuated area has been inspected by all necessary safety personnel.

Conduct

NCTA respects and protects the dignity, integrity, and reputation of all its students and employees. Students and employees must comply with the regulations of the campus which are necessary to maintain order, protect people and property, and fulfill the purposes and responsibilities of a campus. The campus is responsible under state law for maintaining order and is empowered to exclude those who are disruptive. Individuals who violate campus policy, federal, state or local laws can be prosecuted through the court system and/or disciplined through the campus student conduct process or the employee disciplinary process. This includes incidents that occur off campus property and reported to outside law enforcement agencies.

Firearms and Weapons Policy

Possession of firearms, explosives, destructive devices, dangerous chemicals, fireworks or any other item defined by Nebraska state statute (Section 28, Article 12) as a deadly weapon is prohibited on property controlled by NCTA, in University vehicles and at events sponsored by the campus. This prohibition applies to all members of the general public, students, and campus employees, Exceptions to this policy may only be authorized by the Dean or his/ her designee. Any person violating this policy is subject to campus discipline up to expulsion/termination and/or may be charged with the appropriate criminal offense.

The possession of concealed weapons on property controlled by the University of Nebraska is prohibited (State statute 69-2441). This ban applies to University of Nebraska vehicles, and events sponsored by the campus. This prohibition applies to all members of the general public, students, and campus employees.

For the purpose of this policy, the term "property controlled by the University of Nebraska" shall mean and include all property owned by the University, all property leased by or licensed to the University.

CRIME AWARENESS AND CAMPUS SECURITY POLICY

Reporting Crimes

Reports of crimes in progress, or those involving life-threatening circumstances, receive the highest priority response. If the crime is still in progress, do what you can to ensure your own safety first: if outside, get to a public area - an open store, a restaurant or other public location; if at home, in a residence hall or apartment, go to a safe area of the building or go outside.

When you call the FRONTIER COUNTY SHERIFF to report a crime, the dispatcher will ask a series of structured questions and immediately send officers to the location. Listen carefully to each question and try to answer it as best as

you can. Do not hang up until the dispatcher tells you to do so (you may be put on hold while the dispatcher contacts emergency responders). Typical information for which the dispatcher may ask includes:

- Who are you? What phone number are you calling from?
- Where did the incident occur? Include building and room area.
- How long ago did the incident occur? Is it still in progress?
- Give a brief description of what occurred.
- Did the suspect(s) have any weapons?
- Where and when was the suspect last seen?
- Which direction was the suspect headed?
- Was the suspect on foot or in a car?
- What did the suspect look like:
    - ◊ Gender
    - ◊ Race
    - ◊ Age
    - ◊ Height and Weight
    - ◊ Hair Color and Length
    - ◊ Clothing
    - ◊ Glasses/Facial Hair
    - ◊ Was the suspect carrying anything?
    - ◊ Vehicle description, color, make, model and license plate

The Frontier County Sheriff should always be the first place a crime is reported, and victims or witnesses are asked to report incidents to an officer; it is their right to report to law enforcement. While the Frontier County Sheriff should always be the first point of contact, it is not the only place where an incident may be reported. Crimes may also be reported to individuals within the University such as:

- Residence Life Manager
- Student Services
- Residen Life Advisers

The University of Nebraska staff also includes professional counselors. It is understood that per their role, they appear to be CSAs; however, when acting in an official capacity as a counselor to a student or employee that has been a victim, they are not required to have the victim report the crime, nor are they required to report the crime themselves. However, in order to help provide complete information for the ASR and to keep the campus community safe, the University, as policy, urges all of its professional counselors to encourage victims to report the crime to the sheriff's office if and when the counselor feels it is appropriate. The counselors are instructed that when they feel it is suitable, they should discuss the procedures for reporting the crime with the victim, and inform the victim that they can report the crime on behalf of the victim on a confidential basis, simply so that the information can be included in the submission of the Clery statistics, if desired.

Not everyone may want to report crimes and/or press charges. It is the right of victims, no matter what the crime, to not report the crime to the FRONTIER COUNTY SHERIFF, a Campus security Authority, or any other authority if this is his/her wish. The University allows victims and witnesses to provide information about a crime on a voluntary, confidential basis if so desired. However, it is important for the safety of other students, as well as for the community as a whole, that any crime is reported so that appropriate measures can be taken (timely warnings, more police patrols, etc.). In addition, reporting helps ensure that the statistics reported in NCTA's ASR are accurate.

The University understands that people may be concerned about their name becoming public and so will protect the privacy of the parties involved and the confidentiality of the information to the extent possible under the law. If the victim or reporter wishes to avoid revealing his/her identity and remain anonymous, every reasonable effort to abide by that wish will be made (he/she will be asked to sign a document confirming that anonymity has been requested). The victim/reporter must understand, however, that the University is required to balance such a request with protecting the safety of campus and has an obligation to investigate and document allegations of a crime and include them in its annual security report, however, any publicly available records, including Clery Act reports and disclosures, will never contain a victim's personally identifying information (statistics only; names **never** included). In addition, the wish to remain anonymous may hamper the ability to take disciplinary action. Factors considered by the University in determining whether to disclose a report of sexual misconduct, a complaint, or the identity of the reporting party to the accused include: the seriousness of the alleged conduct; the reporter's age; other complaints made about the same individual; and the accused's rights to receive information about the allegations. To aid in maintaining confidentiality, victims will be asked to provide written permission prior to the releasing of any information. In addition, the records kept during any University judicial hearing remain strictly confidential and cannot be used in a manner which violates the privacy rights of any student, employee or other person. In cases of police investigation, officers will discuss the definitions of information that is part of the public record and confidential, as well as the possibility of media coverage and the information that the media has access to regarding criminal sexual misconduct.

Furthermore, the names of victims will **not** be included in any issued timely warning. Everyone is encouraged to provide their name and as much information as possible to allow for an expedient and thorough investigation, and if necessary, the appropriate disciplinary action. The University endeavors to investigate all allegations as presented without revealing identities, however, complete confidentiality simply cannot be assured.

The University urges all of its students, CSAs, and other employees to immediately report any crimes or suspicious activities so that the appropriate steps may be taken to ensure the safety of everyone. If a victim is unable to report a

crime themselves, they are encouraged to have someone else report on their behalf, whether to the FRONTIER COUNTY SHERIFF, a CSA, or another law enforcement agency. Timely notification of crimes helps protect the safety of others. In addition to the investigative information, prompt reporting allows the FRONTIER COUNTY SHERIFF to provide the most accurate information on criminal activity to the campus community. Accurate and prompt reporting of incidents helps make the campus a safer place and assists in maintaining accurate records for crime on campus.

Regardless of how a report is made, the University wants to ensure that all incidents are reported accurately and promptly so that the appropriate measures can be taken when necessary.

Reporting Potential Threats

The University and the FRONTIER COUNTY SHERIFF urge anyone to report troubling or threatening behavior as soon as possible. The FRONTIER COUNTY SHERIFF coordinates a campus-wide threat assessment unit (see later in report) to identify situations with potential of violence, significant harm to university property or disruptions to any university activities. This may include threats, stalking or other safety situations occurring to any university person whether on or off campus, demonstrations or protests, or acts of violence. Early warning or communication to the FRONTIER COUNTY SHERIFF is important to prevent situations from escalating. With your help we can continue to have a safe campus.

Report immediately to the FRONTIER COUNTY SHERIFF:

- Anything that raises suspicion or concern.
- Sighting or suspicion of firearms or other dangerous weapons.
- Harassing, following, or stalking behavior.
- Contact (letter, email, phone call, voicemail, face-to-face visit, or social media) that makes negative/hostile reference to a faculty, staff or student.
- Contacts that make any negative reference to a person's safety or security.
- Open displays of agitation and disruptive behavior toward faculty, staff, a student, or within facilities, regardless of whether a threat is made.
- Subjects either engaging dangerous contact behavior or making reference to faculty, staff or students, while engaging in problematic or unusual behavior.
- Individuals who are stopped or observed within unauthorized areas or demonstrating suspicious behavior suggestive of surveillance, such as:
- Photography or video of high-profile structures/procedures (e.g. stadium, research facility).
- Interest in security measures or personnel, entry points, access controls, or perimeter.
- Observing emergency reaction drills or procedures.
- Discreet use of still cameras, video recorders or note taking at non-tourist locations
- Use of multiple identifications.
- Person(s) searching trash containers or placing unusual items in trash containers.
- Unknown persons trying to gain access to facilities.
- Unknown persons or occupied vehicles loitering near a facility for an extended period.

If you are a victim of a crime, you should do the following immediately:

1. Call the FRONTIER COUNTY SHERIFF or 911 to report the crime. If the crime occurred off campus, the victim may still call the FRONTIER COUNTY SHERIFF, and upon request, the FRONTIER COUNTY SHERIFF will notify the appropriate agency to handle the report.

- In cases of stalking, victims should preserve as much evidence as possible to provide to the police. This would include things such as texts, phone messages, letters and any other material that can be used as evidence of stalking when pursing criminal action and/or protection orders.

2. Seek medical attention in an emergency room or from another medical provider. For sexual offenses, it is important to seek medical attention from a facility that performs legal sexual assault exams. In addition, for sexual assaults and incidents of dating or domestic violence, it is especially important that the victim not bathe, douche, change clothes, or apply medication in order to preserve evidence that can be used as proof of a criminal offense and aid in the acquiring of protection orders.

Local Hospital Emergency Rooms:

- McCook Community Hospital
- North Platte Community Hospital

Non-emergency care:

- Curtis Clinic
- McCook Clinic
- North Platte Name and Address
- Tri Valley Cambridge

3. Seek Support and Assistance

If you desire to press charges, the officer will continue to work with you until the case comes to its completion, or police intervention is no longer desired; upon request, he/she will help you report the incident to any other University officials as appropriate.

You may also choose to proceed through the University Discipline Process in addition to, or in lieu of, pressing criminal charges against the suspect. You should contact the appropriate office(s), Office of the Dean of Students or Human Resources, and make clear your desire to have the incident addressed through the disciplinary process and action taken against the perpetrator.

Sexual Misconduct

The University of Nebraska-Nebraska College of Technical Agriculture desires to provide a safe and secure learning, living and working environment for all students and staff. The University understands the impact that sexually-based offenses have on their victims and the lasting effects. The University **strictly prohibits** any form of sexual misconduct. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the University's judicial process. It is the goal of the Nebraska College of Technical Agriculture to eliminate these crimes from it campus.

Consent to Sexual Activity (Neb. Rev. Stat. §28-318):

"Consent" means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person.

"Without consent" means:

The person was compelled to submit due to the use of force or threat of force or coercion; or

The person expressed a lack of consent through words; or

The person expressed a lack of consent through conduct; or

The consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor.

The person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent; and

A person need not resist verbally or physically where it would be useless or futile to do so.

In the above text, the word "person" means the individual against whom a wrongful act was allegedly committed, and the word "actor" is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind.

There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

Dating Violence (Neb. Rev. Stat.§79-2.140):

A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate/sexual involvement, whether casual (e.g. "friends with benefits"), serious, or long-term. It is based on a consideration of length of relationship, type of relationship and the frequency of interaction between those involved in the relationship.

Domestic Violence (Neb. Rev. Stat. §28-323):

A person intentionally and knowingly causes bodily injury to his/her intimate partner; threatens an intimate partner with imminent bodily injury; or threatens an intimate partner in a menacing manner. Intimate partner, regardless of gender, means a spouse; a former spouse; persons who have a child in common, whether or not they have been married or lived together at any time; and persons who are or were involved in a serious dating relationship. Serious dating relationship means frequent, intimate associations primarily characterized by the expectation of affectionate or sexual involvement, but does not include a casual relationship or an ordinary association between persons in a business or social context. It also includes persons protected from another person's acts under NE domestic/family violence laws.

Sexual Assault (Neb. Rev. Stat. §28-318 through 320):

Sexual penetration and/or sexual contact without the consent of the victim, regardless of either person's gender, including situations where coercion, force or the threat of force was used; situations where the perpetrator knew or should have known that the victim was mentally or physically incapable of resisting or evaluating the nature of his/her conduct (i.e. mentally challenged, disabled, drunk, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but younger than sixteen. A victim must simply provide enough verbal or physical resistance to make the perpetrator aware of the lack of consent; victims do not have to show continued resistance when they feel as though further resistance would be futile. The following definitions apply:

Force or threat of force: The use of physical force which overcomes the victim's resistance; or the threat of physical force, expressed or implied, against the victim or a third person, where the threat places the victim in fear of their own death or serious personal injury, or that of a third person, and the victim reasonably believes that the perpetrator has the present or future ability to follow through with the threat.

Intimate parts: The genital area, groin, inner thighs, buttocks, or breasts.

Serious personal injury: Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.

Sexual contact: The intentional touching of the victim's sexual or intimate parts, or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching, by the victim, of the perpetrator's sexual or intimate parts or the clothing covering the immediate area of the perpetrator's sexual or intimate parts, when this touching is intentionally caused by the perpetrator. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Sexual penetration: Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator's or victim's body, or any object manipulated by the perpetrator, into the genital or anal openings of the victim's body. Sexual penetration **does not** require emission of semen.

Sexual Harassment:

Unwelcome conduct or behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny student's ability to participate in or benefit from the University's educational program creates a hostile environment, and is prohibited. Examples of sexual harassment include, but are not limited to: (1) an exposure of an actor's genitals done with the intent to affront or alarm any person, and (2) viewing a person in state of undress without his or her consent or knowledge.

Sexual Misconduct : (University Policy)

Dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking.

Stalking (Neb. Rev. Stat. § 28-311.03):

Engaging in a course of willful harassment of another person, regardless of gender, or the family or household member of that person, with the intent to injure, terrify, threaten, or intimidate, or that would cause a reasonable person to fear for his/her safety or the safety of others, and cause a person substantial emotional distress. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

Harass: To engage in a knowing and willful course of conduct directed at a specific person that seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.

Course of conduct: A pattern of conduct composed of a series of acts over a period of time, however short, indicating a continuity of purpose, including a series of acts of following, detaining, restraining the personal liberty of, or physically stalking the person or telephoning, texting, contacting, or otherwise communicating with the person.

Family or household member: Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim or who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim.

Most of the above definitions used in the execution of University policy are based on Nebraska State Statutes; they can be viewed as written at: http://nebraskalegislature.gov/laws/laws.php

If you are a victim of a sexual offense:

- Get to a safe place.
- Seek medical and counseling assistance.
- Report the incident to the Frontier County Sheriff's Office at (308) 367-4411 or 911 in a timely manner.
- Time is a critical factor for evidence collection and preservation. An individual who has been sexually assaulted should not shower, bathe, or douche. If possible do not urinate. Do not eat, drink liquids, take any medications, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed place clothes in a paper bag. DO NOT clean any clothing garment.
- Do not destroy any physical evidence. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.

Following an incident, victims are encouraged to make a report to campus or local police. If an individual needs assistance in notifying authorities campus officials will assist them in doing so. Filing a police report does not obligate prosecution but does provide

Reporting Sexual Assaults, Domestic/Dating Violence and Stalking

Any University of Nebraska student or employee who has been sexually assaulted (including date or acquaintance rape), physically harmed (including dating or domestic violence), or the victim of stalking is strongly encouraged to contact the FRONTIER COUNTY SHERIFF and report the incident as soon as possible. The report should be made from the location where the assault occurred or a safe location. Even if the report is made at a later date, the FRONTIER COUNTY SHERIFF should be the first point of contact. Officers will work with University officials to ensure that all necessary steps are taken to protect the victim and the campus community, investigate the crime, and take punitive measures as needed. Victims also have the right to report the incident to a NCTA employee instead of the sheriff.

Victims are encouraged to contact University officials, as they will provide assistance and can take appropriate measures, even if the victim does not choose to have the crime reported to law enforcement or take legal action. Reports of any type of sexual misconduct should be directed to NCTA's Title IX Coordinator, Jennifer McConville(308)367-5259, jmcconville2@unl.edu. NCTA Housing residents my also contact any Housing/Residence Life staff and employees may also contact the Office of Institutional Equity and Compliance at (402) 472-3417.

Whenever an incident of sexual misconduct is reported to a University official or the FRONTIER COUNTY SHERIFF by a student or employee, regardless of whether or not the offense occurred on or off campus, the individual shall be provided with a pamphlet that provides written notification of existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other available services, both within the University and the community. The pamphlet also provides written notification of the available options and assistance in requesting changes to his/her academic, living, transportation and/or working situations, as well as obtaining protective measures, along with an explanation of the student's or employee's rights and options. If the pamphlet is not provided, then the victim will be provided with all of the above information in writing in another format.

Students who are the victims of sexual misconduct have the right to request that the University changes their housing hall or room assignment and/or class schedules. Victims also have the right to request changes to their transportation and working situations if applicable. Requests for assistance in making the desired changes may be directed to the Title IX Coordinator, Jennifer McConville(308)367-5259, jrittenhouse@unl.edu. or the Housing Residence Hall Director, Erika Arambula, earambula@unl.edu, 308-367-5247 or any NCTA employee. These changes can be requested, even if the victim does not want to report the incident to the FRONTIER COUNTY SHERIFF or other law enforcement agency; every effort will be made to accommodate the requests to the extent that the University is able (changes must be reasonably available). In addition, victims should be aware that the FRONTIER COUNTY SHERIFF and/or University officials will help to obtain and implement protection and no-contact orders, restraining orders and other necessary orders to provide for the safety and security of victims, whether initially, during any investigative/disciplinary process, or after a final determination has been made. At all times, the confidentiality of any changes or implemented measures will be maintained to the extent that the maintenance of confidentiality does not impair the University's ability to provide the accommodations and/or protective measures. Accommodations to minimize the burden on the student or complainant may include, but are not limited to:

- Change of an on-campus student's housing to a different on-campus location;
- Assistance from the University in completing the relocation;
- Arranging to end a University housing contract and/or adjusting a student account balance for refund;
- Rescheduling an exam, paper, or assignment;
- Taking an incomplete in a class;
- Transferring between class sections;
- Temporary withdrawal;
- Alternative course completion options;
- Arranging to complete a course or lectures via distance education methods with the assistance of technology;
- Providing increased security at locations or activities.

Reports of any type of sexual misconduct will be forwarded to the University's Title IX Coordinator (Jennifer McConville) 308-367-5259, jmcconville2@unl.edu, as required by law. Victims may also report the incident directly to the Coordinator at NCTA Campus, Ag Hall.

The following policies outline the reporting of alleged sexual misconduct and the subsequent actions that may be taken, as well as explain the University's disciplinary proceedings; all actions and proceedings will be the same, no matter the circumstances of the allegation:

Sexual Misconduct: *http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf*

Student Sexual Misconduct: *http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf*

Employee Sexual Misconduct: *http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf*

The follow procedures and actions will take place upon the report of a sexual misconduct incident, as necessary per the situation.

The University community will:

Encourage the victim to report the incident to police, and to contact the area victim advocate.

University employees with supervisory or advising responsibilities shall contact the Title IX Coordinator for guidance on the next step when needed.

Victim support services will:

Maintain the contact(s) as strictly confidential.
Provide crisis intervention and advocacy; assist victims in seeking restraining orders when necessary.
Assist and support the victim/survivor in contacting police and/or reporting to other University offices, if the victim consents.
Assist the victim in obtaining medical assistance and counseling, legal assistance, changing academic programs or housing, etc.
Provide the victim with a written explanation of the student or employee's rights and options, and the resources that are available.

Counseling and health care services will:

Maintain the contact as confidential.
Encourage, assist (as needed) and support the victim in reporting the incident to the police.
Provide appropriate counseling and medical services.

The FRONTIER COUNTY SHERIFF will:

Contact the local Victim Advocate.
Forward the report to the University's Title IX Coordinator.
Investigate and refer for prosecution when warranted.
Provide assistance in obtaining the applicable orders (protection, no contact, restraining, etc.).

Housing/Residence Life Staff will:

Contact, or encourage contact with, the local victim advocate, and assist in obtaining medical care if needed. Contact Domestic Abuse/Sexual Assault Services 877-345-5534.
Encourage the victim to report the incident to the police, and assist in making the report if requested by the victim.
Victim is told that all professional staff members in Residence Life are Mandatory Title IX reporters and that the Title IX office will be notified whether or not the student choose to report to the police. Housing/Residence Life will forward all relevant information to the Title IX office to begin an investigation (Title IX will notify the FRONTIER COUNTY SHERIFF of the situation).

There are a number of avenues that victims of sexual misconduct can take (he/she has a right to choose all or some of the actions): a report could be made to NCTA/FRONTIER COUNTY SHERIFF, a civil suit could be filed against the actor responsible for the sexual misconduct, a criminal charge could be filed as a result of a law enforcement investigation, and/or an administrative complaint can be made to the United States Department of Education, Office for Civil Rights (OCR). A person may also choose not to make a report or take further action; each option is their decision.

It is important for everyone involved in an incident associated with sexual misconduct to be fully aware that any type of retaliation against an individual reporting the incident, or a third party, in an attempt to prevent or otherwise obstruct the reporting or remediation of the crime is strictly prohibited by the University's Sexual misconduct policy.

Disciplinary Action for Sexual Misconduct

The Nebraska College of Technical Agriculture shall take the appropriate measures to immediately address sexual misconduct whenever it is reported. In doing so, the University shall provide equal consideration to both the victim and the accused during any disciplinary proceeding, and make decisions based on what has been justly determined and is in the best interest of the victim and/or the University; proceedings shall include a prompt, fair and impartial process from the initial investigation to the final result. Mediation shall not be used to resolve sexual assault complaints.

Any student or employee that is the victim of sexual misconduct and wants administrative action can file a disciplinary complaint against another student and/or employee by contacting the Title IX Coordinator in any situation and the Human Resources Officer (Human Resources Department) if the victim is an employee. The allegations shall be in writing and should be submitted as soon as possible after the alleged misconduct takes place, preferably within, but not limited to, seven (7) University business days.

The report will be investigated by the Title IX office to determine if the allegations have merit. The investigation should be concluded within sixty (60) calendar days of receipt of a report, and may be permitted a longer completion period under extraordinary circumstances, but both parties must be informed in the opportunity for the collection of evidence, investigation in to the allegations and makes legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported the easier it is to collect valuable evidence.

Possible sanctions for sexual misconduct can include, but are not limited to:

- Warning
- Probation
- Loss of privileges
- Restitution
- Discretionary sanctions
- Suspension
- Expulsion
- Residence hall relocation
- Residence hall suspension
- Residence hall expulsion

NCTA Code of Conduct action, employee disciplinary action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin the university conduct process, the campus authority or victim should contact the Title IX Coordinator, the Associate Dean NCTA Student Conduct Officer or the Human Resources office. During campus conduct

proceedings, both the victim and accused may be present and may have a counselor, attorney and/or an advisor present to provide support and advice. Both the victim and accused will be informed of the results of the proceeding. Victims of other types of crimes of violence or a non-forcible sex offence will be notified on the results of any disciplinary proceeding upon written request. If the alleged victim is deceased as a result of such crime or offense the next of kin shall be treated as the alleged victim. Sanctions for sexual misconduct may range up to and include suspension or expulsion from campus housing and/or the institution and or termination. Whenever a victim reports an alleged sexual misconduct students enrolled at NCTA may be eligible for assistance in changing their academic and/or living arrangements after an alleged sexual assault or any other crime of violence. If the victim requests changes and such changes are reasonably available, they will be accommodated.

Sexual Assault, Domestic/Dating Violence and Stalking Awareness, Prevention and Counseling Programs

The University maintains many educational programs and conducts activities throughout the year to raise awareness of sexual offenses, domestic/dating violence and stalking on campus; they are for incoming students and employees, as well as the current campus community. Specific awareness and training programs are available through the Women's Center and the Frontier County Sheriff. These programs and campaigns focus on primary prevention and awareness. Resources are also available for those who have been victims these crimes.

Staff, faculty and students (both current and incoming) are required to complete an on-line training that addresses awareness and the prevention of sexual misconduct. Called "Speak Up: Understanding and Preventing Sexual Violence," the training comes in one version for students and one for employees, and takes approximately 45 minutes to complete. The system provides completion information to ensure the training is taken as required. This training program provides:

Basic overview of gender discrimination and sexual harassment;

- Realistic scenarios of harassment in the educational and workplace settings;
- State-specific definitions;
- Steps students and employees can take to prevent sexual misconduct;
- Personal safety tips and bystander intervention techniques;
- Warning signs of abuse and steps to take if the viewer or someone he/she knows has been abused;
- Contact information for campus and local resources;
- Consequences for people who violate the University's policy;
- Interactive quiz with detailed explanations to further apply concepts from training to real life scenarios

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Sex Offender Registry and Access to Related Information

Incarceration may remove a sex offender from the streets temporarily but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may be able to obtain information provided by the state concerning registered sex offenders. It also requires sex offenders already registered in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers' services or is a student.

To access this information you can go to the Nebraska State Patrol sex offender web site at http://www.nsp.state.ne.us/sor/index.cfm

Crime Prevention

A variety of programs are offered continually throughout the year and upon specific request. During new freshman orientation and transfer days, parents are informed of services offered to the students by multiple departments. Often a program is designed to respond to a specific problem or request and is generally handled through the Residence Life Manager that serves as a resource for addressing issues of safety and prevention. For additional information, please contact (308) 367-5247.

Campus Security Authorities

The Frontier County Sheriff should always be the first place a crime is reported, and victims or witnesses are asked to report incidents to an officer; it is their right to report to law enforcement. While the law should always be the first point of contact, it is not the only place where an incident may be reported. Crimes may also be reported to individuals within the University, defined as 'Campus Security Authorities' (CSAs)." Examples of a CSA include:

- A dean of students who oversees student housing, a student center or student extracurricular activities.
- Residence Life Manager
- A student resident advisor or assistant.
- A counselor in a campus counseling center.

The role of the CSAs is to be there for students as someone to whom they can report crimes, look to for guidance if they have been victims of a crime, or ask if they simply need advice as to whether or not they should report an incident. CSAs are not responsible for taking any action regarding suspected perpetrators, nor are they to make any judgments as to whether or not a crime took place or try convince victims of a crime to contact the police if no police involvement is desired; CSAs are simply available as a resource. It is important to be aware that the Clery Act requires universities to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is the CSA," which means that CSAs are required to relay the type of crime reported and its location to the Frontier County Sherriff for statistical purposes. This does **not** mean that law enforcement must be involved or charges filed, as this is up to the victim, and **no** names will ever be provided by the CSA without prior approval of the reporting party. To ensure CSAs adequately understand their responsibilities, they are provided with training.

Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the local law enforcement agency. Even if you are not sure whether an ongoing threat exists, immediately contact the local law enforcement agency.

NCTA maintains a notification list for campus emergencies.

Member	Name	Office Phone
Residence Life Manager	Erika Arambula	308-367-5247
Associate Dean	Jennifer McConville	308-367-5259
Maintenance Supervisor	Randi Houghtelling	308-367-5277
Custodial/Security Supervisor	Rebecca Currie	308-367-5289
Frontier County Sheriff	Dan Rupp	308-367-4411
Student Services Representative	Kevin Martin	308-367-5217

Questions can be directed to
Jennifer McConville
Associate Dean
308-367-5259
jrittenhouse@unl.edu

UNIVERSITY DRUG-FREE SCHOOLS AND CAMPUS POLICY

I. STANDARDS OF CONDUCT

A. Standards of Conduct for Employees and Students Regarding Alcohol and Drugs

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug abuse. See Board of Regents of the University of Nebraska, Minutes, Vol. 29, pp. 90-91 (September 12, 1967). In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

1. use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
2. unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. §§ 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
3. unauthorized use, manufacture, distribution, possession, or sale of alcohol on University premises or while on University business or at University activities, in University supplied vehicles, either during or after working hours;
4. storing in a locker, desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
5. use of alcohol off University premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;
6. possession, use, manufacture, distribution or sale of illegal drugs off University premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
7. violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;
8. in the case of employees failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

[*The Standards of Conduct were approved by the Regents in 1990. See Board of Regents of the University of Nebraska, Minutes, Vol. 55, p. 205 (October 12, 1990).*]

Definition: Drug shall mean any controlled substance included in Neb. Rev. Stat. § 28-405 (Reissue 2008; Cum. Supp. 2014; Supp. 2015) which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics.

II. LEGAL SANCTIONS

Local, state, and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violation of such laws are criminal offenses. Sanction and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods. For further information, please contact the Nebraska Human Resources Institute at 402-472-3477.

III. HEALTH RISKS

Drug abuse is a major health problem in the United States. College-age students are particularly vulnerable to the consequences of alcohol and other drug abuse because of their tendency to engage in a variety of high risk behaviors.

The problems associated with alcohol and/or other drug consumption cover a broad range including: Physical and psychological illness (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicide and suicide are the leading causes of mortality in the college-age population and alcohol is a major contributing factor in a third to half of all the cases. Alcohol is also a contributing factor in poor decision making which can lead to unsafe and antisocial behaviors (arguments, fights, driving while intoxicated, sexually transmitted diseases, and unplanned pregnancies).

With respect to the long term consequences of alcohol and other drug abuse, the most serious illness and the highest rate of mortality results from alcohol-induced liver damage. Other consequences of chronic alcohol and other drug abuse include gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

IV. DRUG AND ALCOHOL COUNSELING TREATMENT OR REHABILITATION PROGRAMS

A. Students

The NCTA Student Health Center offers a variety of alcohol and other drug abuse prevention and education services for students including confidential referral services, alcohol and other drug education as a part of on campus classes, support and problem solving groups, peer interaction groups, and seminar workshop groups.

V. DISCIPLINARY SANCTIONS

A. Students:

Violations of the Student Code of Conduct may result in the imposition of sanctions up to and including expulsion from this institution and referral for prosecution by the proper

authorities under local, State and/or Federal law. One or more of the following sanctions may be imposed as provided in the NCTA Student Code of Conduct and Disciplinary Procedures: warning, restitution, probation, behavioral requirement, suspension, expulsion.

NCTA Missing Person Policy

The purpose of this policy is to establish procedures for the Nebraska College of Technical Agriculture to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a "missing person" if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

A. Procedures for designation of an emergency contact
   1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.
   2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-367-5247, or at their office located in Ag Hall Room 2.
   3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.

B. Procedures for notification that a student is missing
   1. Any individual who believes a residential student may be a missing must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff's Office at 308– 367-4411, as soon as possible.
   2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation.
   3. The Office of Residence Life or the Frontier County Sheriff's Office will work together to gather all essential information about the residential student to determine the validity and credibility of the report.
   4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) the Frontier County Sheriff's Office will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.
   5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.
   6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students
   The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Residence Life. All inquiries to the University regarding the missing student's case, or information provided to any individual about a missing student, shall be referred to the Office of the Dean.

   Services who shall refer such inquiries and information to the lead investigating agency.

   Prior to providing any information about a missing student, university employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

Children On Campus Policy

Small children ages 12 and under must not be left unattended on any property controlled by the Nebraska College of Technical Agriculture. Children of this age, left unsupervised, are susceptible to accidents and potential injury. In addition, this act may be viewed as a violation of Nebraska Statute 28-707. Anyone found in violation of this Policy is subject to University discipline.

Children in Classrooms or Labs: A professor may determine what constitutes disruptive behavior in his/her classroom. This includes bringing children to the classroom. If a professor determines that bringing a child to class is disruptive to the classroom setting and learning experience, he/she can ask the student not to bring the child to the classroom.

Access to Campus Facilities

During business hours, the university will be open to students, parents, employees, contractors, and guests. The areas of university academic, research, public service, and administrative buildings of the university used for classrooms, laboratories, faculty and staff offices, and areas of university student residence buildings used for student living quarters are not open to the general public.

Geography

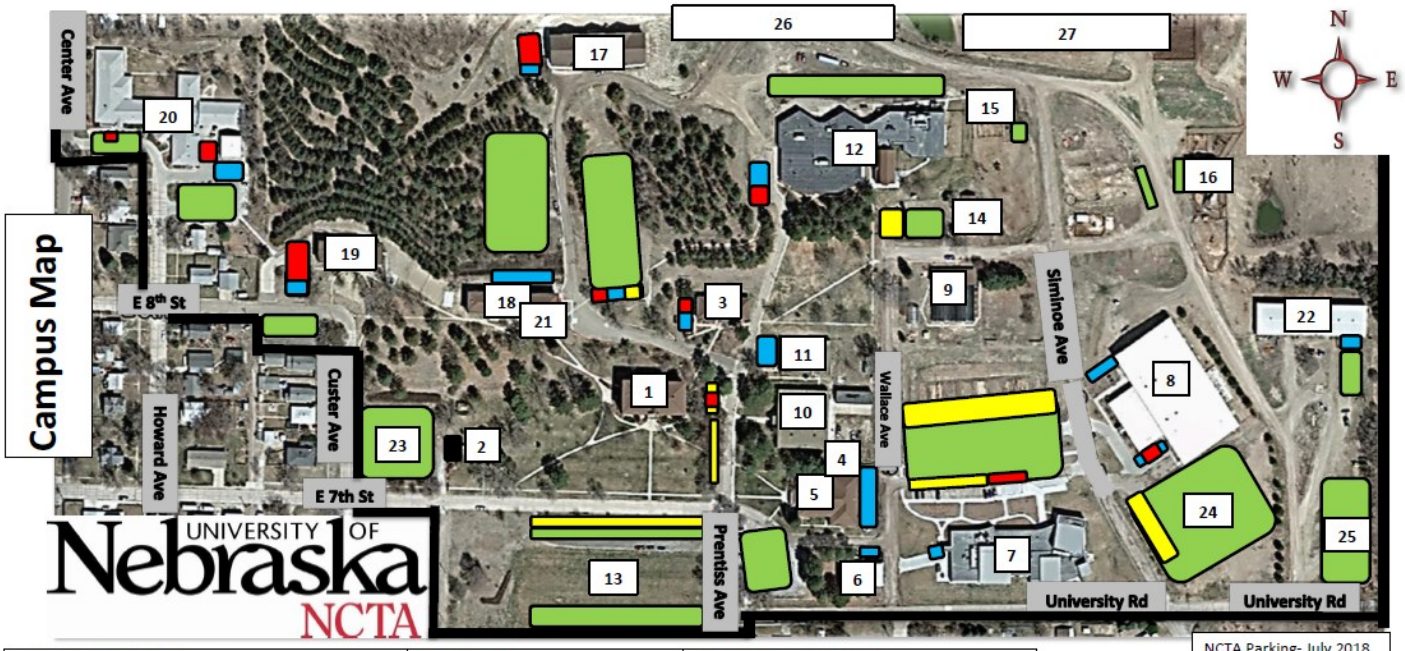
The Nebraska College of Technical Agriculture submits crime statistics based on the location of the crime. The four major categories on campus are: Campus, On-campus residential, non-campus and public property. Property included in these categories include:

- **Campus:**
  Ag Hall
  Learning Resource Center
  Food Services: The Cafeteria and the Deli
  Heating/Biomass Plant
  Ag Education Center
  Livestock Teaching Center
  Greenhouse
  Ag Mechanics
  Welding Shop/Maintenance Shop
  Veterinary Hospital
  Livestock facilities: House Barn, Livestock Working Facility
  Agronomy Farm Lab
  Cattle grazing lab and feedlot

•On-campus residential:
Aggie West
Aggie Central
Aggie Traditional West
Aggie Traditional East
Dean's Residence

•Non Campus:
Graves Ranch (Oshkosh, NE)
North Platte, NE Grazing Lab
Curtis Community Center
Omaha Home for Boy's Farm Lab

•Public Property:
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.



1- Agriculture Hall & Bookstore	10- Ag Mechanics	19- West Traditional Residence Hall
2- Dean's Residence	11- Welding Shop/ Maint. Shop	20- Aggie West Residence Hall
3- Learning Resource Center	12- Veterinary Technology Teaching Complex	21- Cafeteria "Aggie Dining"
4- Deli "Chandi's Castle"	13- Activity Field/ Community Garden	22- Lashley Building
5- Student Union "The Barn"	14- Fitness Center	23- Parking with Electrical Poles
6- Heating Plant/ Biomass Plant	15- Horse Barn	24- Parking for Pickups with Trailers (Temp Parking)
7- Nebraska Agriculture Industry Education Center/ Welcome Center	16- Livestock Working Facility	25- Parking for Pickups with Trailers (Permanent Parking)
8- Everett Stencel Livestock Teaching Center "LTC"	17- Aggie Central Residence Hall	26- Agronomy Farm Lab (300 acres)
9- Headhouse/ Greenhouse	18- East Traditional Residence Hall	27- Cattle Grazing Lab and Feedlot (250 acres)

NCTA Parking- July 2018

Parking Designated Areas

- Student/ Employee Parking
- Employee Parking
- Visitor Parking
- Handicapped Parking

Campus Crime Statistics

The following criminal offenses were reported to designated campus authority or to local law enforcement agencies for campus owned, leased or controlled property and their
adjacent streets. All years reflect a 12-month calendar year. The definitions for these crime categories are taken from the FBI's Uniform Crime Reporting Program.

A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias in a belief whether actual or perceived of the victims' race,
gender, religion, sexual orientation, ethnicity/national origin, or disability.

	Year	On-Campus	On-Campus Housing	Non-Campus	Public Property
Criminal Homicide:					
Murder/Non-negligent Manslaughter:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Negligent Manslaughter:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
***Sex Offenses:**					
Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Fondling	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor vehicle theft:	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
****Arson:**	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

No hate crimes were reported at the Nebraska College of Technical Agriculture in 2017, 2018, or 2019

Vandalism	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
****Dating Violence:**	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
****Domestic Violence:**	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
****Stalking:**	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

*If a homicide occurred during the commission of a sex offense, both the sex offense and homicide will appear in the statistics.
**These crimes are non-hierarchical, meaning they are reported separately; the crime may have occurred in conjunction with one of the above-noted crimes.

Arrests and Disciplinary Action Referrals

Arrests For:	Year	On-Campus	On-Campus Housing	Non-Campus	Public Property
Weapons: Carrying, Possession, etc	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor law Violations	2019	4	3	0	0
	2018	4	4	0	0
	2017	5	5	0	0
Referrals For:					
Weapons: Carrying, Possession, etc	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Fire and Evacuation Procedures: At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the predetermined assembly points, away from the building. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants. If you find evidence of a fire that has been extinguished, and you are not sure whether it has been reported, call NCTA After Hours Security at (308) 367-6331 or the Residence Life Office at (308) 367-5247 to report the matter.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic or ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use the elevators.
- Follow the quickest evacuation route from where you are
- Do not go back to your room for any reason
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Call *911* if a fire exists. If no fire exists, notify the NCTA After Hours personnel.
- Report to your RA at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
  Return to the building only after emergency officials or building monitors give the all- clear signal. Silencing the alarm does not mean the emergency is over.

While evacuating, proceed as follows:

- Keep low to the floor if smoke is in your room
- Before opening the door:
  - Feel the door knob. If it is hot, do not open the door
  - If the knob is not hot, brace yourself against the door and open slightly (fire can create pressure strong enough to push a door open if it is not held firmly.)
  - If heat or heavy smoke is present in the corridor, close the door and stay in the room.

If you cannot leave the room:

- Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.

- Seal cracks around the door with towels or bed clothing to keep out smoke

- To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.

If you leave the room

- Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
- Go to the nearest exit or stairway. DO NOT USE THE ELEVATORS.
- If the nearest exit is blocked by smoke, heat or fire go to an alternative exit.
- If all exits for a floor are blocked, go to the stairwell landing if safe if not go back to your room, close the door, open the window.
- After leaving the building, stand clear and follow directions from emergency personnel.
- Helping individuals with physical disabilities
- Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

Supervisory personnel are responsible for identifying and escorting individuals with disabilities located in their buildings to safety if possible.

In any emergency requiring evacuation, do not panic, proceed as follows:

- If you are on a building floor WITHOUT exit doorways, and you hear a fire alarm, or are informed of an evacuation.
- Go to a stairwell immediately.
- Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
- Provide operator with your exact location, building name, floor and room numbers;
- Give phone number you are calling from;
- If possible remain by the phone, police have radio contact with officers at scene and will keep you informed of the situation.

The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.

Fire Evacuation Drills and Training Programs: Residence halls conduct bi-annual fire/evacuation drills. These drills are

conducted both announced and unannounced. During this same time the building evacuation plans are reviewed, updated and sent out. Each year Residence Life staff and custodial staff that work in these buildings are trained on fire procedures and fire extinguisher training.

Fire Log: Institutions must keep a fire log that states the nature of any fires, the date, time and general location of each fire in on-campus student housing facilities. The Nebraska College of Technical Agriculture complies with this rule by including all fire-related incidents in the daily crime and fire log. To view this log go to the Residence Life Office located in Aggie West Residence Hall , Monday through Friday 8:00 am to 5:00 pm.

Fire Protection Equipment/Systems: As of July 31st, 2012 NCTA has 148 were sprinkled. All other residence halls have central panels in public areas and hard wired room smoke detectors. All residence Halls are also equipped with fire extinguishers.

Future Improvements: NCTA is proceeding with sprinkling all residence Halls. East and West Traditional Residence Halls are scheduled to be completed by July of 2017, Carbon monoxide detectors will be installs in several residence facilities over the next year.

Health and Safety Inspections: Periodic health and safety inspections are conducted by the Residence Life Staff. The intent of these inspections is for preventative and corrective action. Students are given a 24 hour notice prior to the inspections. If their room does not meet minimal health and safety standards, they will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated.

Fire Policies for On-Campus Student Housing Facilities

Falsely Activating an Alarm or Failure to Evacuate:
It is an extremely serious offense to falsely activate the fire alarm or tamper with the alarm equipment (heat detectors, pull stations, fire extinguisher, exit/emergency lights, and sprinkler heads) or smoke detectors and is a federal, state and local violation of the law. Failure to evacuate during an alarm will subject the student to campus disciplinary action and/or civil action.

No fuel-powered motor vehicles or associated parts are permitted within the residence halls for use, maintenance, repair, or storage.

Restitution and/or immediate eviction may be imposed for any of the following: failure to evacuate during a fire alarm, activated false alarms in residence halls, propping open fire doors, creating a fire hazard, malicious burning, or tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, valves, emergency exit signs, etc.). A $50.00 fine per violation may be imposed for not abiding by the received citation or verbal instructions of the inspector or University staff regarding the correction of fire hazards.

Fire Equipment: To ensure that fire equipment is in operating condition at all times, the use of fire extinguishers, fire hose, fire blankets, etc. should be immediately reported to the Residence Life Office at 367-5247.

Exits and exit access: Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc.

Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time. Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants

Portable Electrical Appliances: Only items with enclosed heating and lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but not limited to: toaster ovens, toasters, "George Foreman" – style grills, electric skillets, electric grills, halogen lamps, microwave ovens, convection ovens, and window mounted air conditioning units (except in East & West Traditional Halls).

Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc. Please note that the electrical system in University housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy duty extension cords are recommended.

Smoking: All residence halls are smoke-free. Smoking areas are located outside each residence hall, and residents and their guests must dispose of smoking materials in the receptacles provided. Smoking is limited to designated perimeters, ten feet or beyond the buildings, including entrances. The Residence Hall Association may designate a certain outside area as smoking only.

Open Flames (Candles and Incense): Due to potential fire hazards, candles (Decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated. Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

NCTA Campus Fire Statistics

NCTA Campus Fire Statistics January 1, 2019 through December 31, 2019						
Location	**Total Fires**	**Category of Fire**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
Aggie Central	0	N/A	N/A	N/A	N/A	N/A
Aggie West	0	N/A	N/A	N/A	N/A	N/A
East Hall	0	N/A	N/A	N/A	N/A	N/A
West Hall	0	N/A	N/A	N/A	N/A	N/A

NCTA Campus Fire Statistics January 1, 2018 through December 31, 2018						
Location	**Total Fires**	**Category of Fire**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
Aggie Central	0	N/A	N/A	N/A	N/A	N/A
Aggie West	0	N/A	N/A	N/A	N/A	N/A
East Hall	0	N/A	N/A	N/A	N/A	N/A
West Hall	0	N/A	N/A	N/A	N/A	N/A

NCTA Campus Fire Statistics January 1, 2017 through December 31, 2017						
Location	**Total Fires**	**Category of Fire**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
Aggie Central	0	N/A	N/A	N/A	N/A	N/A
Aggie West	0	N/A	N/A	N/A	N/A	N/A
East Hall	0	N/A	N/A	N/A	N/A	N/A
West Hall	0	N/A	N/A	N/A	N/A	N/A

Fire Safety Systems In Residential Facilities

Facility	Fire Alarm Monitoring Done on Site (Nebraska Safety and Fire)	Full Sprinkler System	Fire Extinguisher Devices	Smoke Detection Devices	Evacuation Plans and Placards in each Dorm Room
Aggie West	X	X	X	X	X
Aggie Central	X	X	X	X	X
Aggie Traditional West	X	X	X	X	X
Aggie Traditional East *	X	X	X	X	X

*Dorm Currently offline

NCTA Fire Alarm Tracking
Calendar Year 2019

Location	Date	Reason For Alarm					Reason	Corrective Action
		PD	AM	FA	SP	AT		
Aggie West	1/27/19			X			Trouble Light On	Alarm Silenced & Reset
Aggie West	1/29/19			X			Maintenance Work on Alarm	Alarm Silenced and Reset
Aggie West	6/1/19			X			False Alarm	Alarm Silenced and Reset
Aggie West	6/9/19					X	Burned Food	Alarm Silenced and Reset
East Dorm	7/9/19		X				False Alarm	Alarm Silenced and Reset
East Dorm	10/29/19			X			Fog Machine	Alarm Silenced and Reset

NCTA Fire Alarm Tracking
Calendar Year 2018

Location	Date	Reason For Alarm					Reason	Corrective Action
		PD	AM	FA	SP	AT		
NCTA Campus	6/13/18			X			False Alarm	Alarm Silenced & Reset
East Dorm	6/27/18			X			False Alarm	Alarm Silenced & Reset
Aggie Central	10/18/18	x					Drill	Alarm Silenced & Reset
West Traditional	10/23/18	X					Drill	Alarm Silenced & Reset

NCTA Fire Alarm Tracking
Calendar Year 2017

Location	Date	Reason For Alarm					Reason	Corrective Action
		PD	AM	FA	SP	AT		
NCTA Dorm	1/03/17			X			False Alarm	Alarm Silenced & Reset
East Dorm	1/8/17					X	citizen reported smoke coming from 3rd floor Cafeteria turned out to be steam line break	Alarm Silenced & Reset
NCTA Dorm	1/13/2017					X	Burned Food	Alarm Silenced & Reset
Aggie West	7/29/17					X	Burned Food	Alarm Silenced & Reset
Aggie West	9/22/17		X				No Issue Reported	Alarm Silenced & Reset
Aggie West	9/26/17			X			Room Heaters turned on	Alarm Silenced & Reset
Aggie West	11/02/17			X			Trouble Light on due to Steam Pipe Leaking	Alarm Silenced & Reset
Parking Lot South of Aggie Central	12/13/17					X	Students having bonfire in parking lot s. of dorms	Alarm Silenced & Reset

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