Western Nebraska Community College engages in educational efforts to enhance security. We are committed to an integrated philosophy of awareness, education, prevention and service. We seek internal and external partnerships to promote and maintain a safe, secure environment conducive to learning, living and working at WNCC.

In compliance with relevant provisions of federal law, Western Nebraska Community College is required to make policy and procedural information available to the campus community as well as to prospective students and employees. Printed copies of individual reports are available upon request at the Student Life and Engagement Center or by calling (308) 635-6050. The data contained in this report is for the calendar year from January 1st through December 31st of 2013 and is made available annually by October 1st. For current crime statistics from this report please go to the WNCC website under Campuses/Campus Safety.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions about personal safety. Such disclosures are permitted under the Family Educational Rights and Privacy Act (FERPA). The following web site provides more information about these and other provisions about campus safety: http://www2.ed.gov/admins/lead/safety/campus.html

**Family Educational Rights and Privacy Act - FERPA**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit a request form to the registrar that identifies the record(s) they wish to inspect. The registrar will arrange access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The student may place a statement in the record commenting on the contested information or stating why he or she disagrees with the information. Whenever the college subsequently discloses the record to which the statement relates, the statement will be included with the record.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. See “Disclosure.”

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Directory Information
The law provides that “Directory Information” may be released without the consent of the student. WNCC designates the following student information as Directory Information: The student’s full name, addresses, telephone numbers, e-mail addresses, photographic images, date and place of birth, major field of study, full- or part-time status, class (e.g., graduate, sophomore, freshman), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated date of graduation, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Students may block disclosure of Directory Information by submitting a “Request to Prevent Disclosure of Directory Information” form (available from the Office of the Registrar) to the Office of the Registrar.

Disclosure
Education records and personally identifiable information obtained from those records may be disclosed without the student’s consent to school officials with legitimate educational interests. A school official is a person employed by WNCC in an administrative, supervisory, academic, research or staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her institutional duties.

Parents of dependent students (as defined by the Internal Revenue Code) may have access to student records. Parents need to complete a Parental Statement form during the autumn semester in each year of the student’s attendance, available from and to be submitted to the Office of the Registrar. Parents may be notified if a dependent student under 21 years of age is found responsible for a violation involving use or possession of alcohol or controlled substances or is placed on judicial probation or suspended or dismissed.

A student’s record may be released in compliance with a court order or subpoena. The Registrar or another official will make a reasonable effort to notify the student in advance of compliance. Student information may be released for health and emergency reasons.

Requests
Questions about these policies and procedures related to FERPA may be directed to the Office of the Registrar at 308-635-6012.

REPORTING CRIME STATISTICS
The College coordinates the collection and reporting of crime statistics as specified by federal law. The information is compiled into a report. Each year, enrolled students are notified via electronic mail, student handbook, and WNCC’s web site where this report can be accessed and reviewed. Faculty and staff receive similar notifications by electronic mail and/or their electronic portal. Copies of this report can also be obtained from the Student Services Office. All prospective employees are notified of the report and may also obtain a
copy of this report from the Human Resources office. Copies of this report will be provided to others as specified by law and upon request.

The individuals and agencies involved in the collection of data include the Vice President of Student Services, the Dean of Students, the Director of Student Life, Human Resources, Campus Security, the Alliance Police Department, the Scotts Bluff Police Department, the Sidney Police Department, the Box Butte County Sheriff’s Department, the Cheyenne County Sheriff’s Department and the Scotts Bluff County Sheriff’s Department.

In addition, WNCC, through a cooperative process with the agencies obtain relevant crime statistics from their databases, which provides appropriate crime codes, and the nature, dates, times, and the locations of crimes committed within their jurisdiction. WNCC’s Institutional Research Director requests data from the agencies involved in collecting criminal statistics so that the annual report may be updated and disseminated to the campus community, the general public, and the U.S. Secretary of Education. With the exception of certain alcohol-abuse violations that may be referred for handling by residence hall staff and the Assistant and/or Director of Student Life, campus agencies required to collect crime statistics report all crimes to the Dean of Students.

Statistics on the following Clery crime definitions and offenses are included in the annual security report:

* **Criminal Homicide.** Murder, non-negligent, and negligent Manslaughter. Non-negligent Manslaughter is the killing of a person through gross negligence.
* **Sex Offenses, Forcible or Non-forcible.** A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, e.g., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest or statutory rape.
* **Robbery.** The taking, or attempting to take, anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
* **Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. An assault that results in hospitalization (or should have) is an aggravated assault.
* **Burglary.** The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
* **Arson.** Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
* **On-campus Arrests for Alcohol, Drug and Illegal Weapon Violations.**
* **Hate Crimes.** Any of the crimes listed herein in which the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability must be reported as hate crimes. Category of prejudice should be reported.
  * **Larceny – Theft.** Unlawful taking of another’s property.
  * **Assault.** Unlawful contact causing bodily injury.
  * **Intimidation.** Threats of bodily injury to another person.
  * **Destruction / damage / vandalism of property.**
* **Stalking.** The 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. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.
**Dating Violence.** 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 involvement, whether casual, serious, or long-term.

**Domestic Violence.** 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 dating relationship. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement, but does not include a causal relationship or an ordinary association between persons in a business or social context.

**Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle.

Programs WNCC coordinates include:
- Campus-wide e-mails, text messages and voice mails sent in extreme threat circumstances
- Daily crime logs available for public review
- Distribution of information to campus publications such as the student newspaper, staff newsletters and other sources; printed material, such as brochures and fliers, displayed in public places and distributed at meetings and other events
- Outreach services and informational programs for residence halls, and other student organizations that provide crime awareness and prevention education, information and guidance on personal safety, as well as an opportunity to promote an open dialogue about various safety and security issues
- Tallying of pertinent statistical data gathered as the result of confidential crime reports
- Crime alerts and crime notices posted in conspicuous locations to provide timely warnings to the community about criminal incidents considered a potential threat to students and employees

**Reporting Crime**

In case of a life-threatening emergency, make the following calls:
1. 911
2. Or 9-911 from a campus phone (except for Conestoga Hall, use 911)

The 911 operator will assist in directing the necessary response from emergency services, i.e., police, fire and paramedics. Be prepared to give the operator information about the emergency, including:
- Your name, address, and phone number for verification
- Description of suspicious person(s) or vehicle(s) involved (if applicable)
- On a first aid call, determine if the victim is conscious and breathing

College community members are strongly encouraged to report all criminal incidents, suspicious activities and emergency situations immediately to their local police department by calling 911 or 9-911. Crimes of a non-emergent nature may be reported by calling 308-632-7176 in Scottsbluff, 308-762-4955 in Alliance, 308-254-5515 in Sidney, or by telling any campus official.

WNCC security personnel routinely patrol the campus area in vehicles and on foot. On the Scottsbluff campus, security can be reached after business-hours at 308-641-0351. In certain situations, a campus-wide alert is sent.
Additionally, the Vice President of Student Services and Dean of Students maintains a daily crime log that is available for review.

Campus security authorities are directed to formally report to Vice President of Student Services specified criminal incidents that are reported to them or that have occurred at, or in association with, officially sanctioned events and/or activities. A “campus security authority” is defined as “an official of the institution who has significant responsibility for student and campus activities.”

Members of the WNCC community are strongly encouraged to report all criminal activity immediately to their local police department. Formal reports of this nature are documented, investigated and referred for disposition. However, we recognize that in certain situations, individuals who are victims of crime may not wish to disclose certain details of crimes or their identities. The person with whom you may discuss all of this with complete confidentiality is the licensed counselor at the Counseling Center. If you wish only for support and counseling services, please contact the counselor at 308-635-6050.

Keep in mind that victims of offenses committed by WNCC students have several reporting options. These include: 1) reporting to the police for criminal action, 2) filing a civil lawsuit against the suspect and 3) reporting to campus officials. For college sanctions to be considered, you may pursue these options simultaneously, or any one of them separately.

For example, reporting a crime and cooperating with a law enforcement investigation are necessary for criminal prosecution of a sexual assault case, but are not required for college sanctions to be brought against a student found responsible. Please see the Judicial Code in the student handbook or on the WNCC web site for details.

**Additional Reporting Options**

WNCC does not tolerate any form of sexual assault. Non-stranger rapes account for over 85 percent of sexual assaults committed on college campuses. These include situations in which a person is without the physical or mental capacity to consent, often due to being under the influence of alcohol or other drugs. Students are encouraged to report sexual misconduct to college officials (see page 39).

Anyone who reports an incident of sexual misconduct retains the right to notify proper law enforcement, and college officials will assist in notifying local police if the student so chooses. Students may also request changes in their academic and/or living situations. Such changes will be granted provided appropriate arrangements are reasonably available. The Counseling Center Director can assist you with these requests.

Regardless of whether formal criminal charges are filed, WNCC reserves the right to pursue disciplinary action as deemed appropriate. The college will consider the concerns and rights of both the person making the charge and the accused student. These rights include, among others, the right to have an adviser present during any disciplinary proceeding, and the right to notification of the outcome of any disciplinary action taken.

**EMERGENCY NOTIFICATION SYSTEM**

WNCC has implemented a First Response system through which we can communicate urgent messages to students/faculty/staff via text messages, automated voice communication and e-mail. To enable this system, you must inform us of your notification preferences. You may identify a wireless device such as a cell phone on which you can receive up to 1 text message. If you have a wired ‘land-line’ on which you wish to receive voice notifications, tell us that and identify it as land-line. To update your notification information, log-on to your WNCC portal and click on the Emergency Notification Update link.
All members of the WNCC community are required to notify the appropriate police department of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on campus. On all campuses, after calling 911, dial 0 to alert the college Emergency Notification Center of the situation. The primary Emergency Coordinator is: David Groshans (308) 635-6105 and the Incident Commander for all three campuses is Todd Holcomb.

**Campus Timely Warning Notice and Emergency Notification System**

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The safety of the College Community is a priority at Western Nebraska Community College. As a result, information related to crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members as soon as the pertinent information is available.

A “Campus Timely Warning Notice” is specifically related to compliance with the federal Clery Act (34 CFR 668.46(e)), which requires colleges to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus security, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

**Types of incidents or situations that constitute a campus timely warning being sent are:**

- All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
  - Criminal Homicide
  - Sex Offenses
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Hate Crimes

- Emergency situations that are life threatening. Examples include, but are not limited to:
  - persons with weapons with intent to use
  - threat of violent crime
  - situations where suspect is not known
  - assault (physical or sexual)

- Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:
  - domestic or relationship situations
  - hate crimes
  - consistent pattern of violent behavior
Serious acts or threats to campus-owned or personal property

Criteria, Timing and Content for a Campus Timely Warning Notice:

- The Clery Act does not define what “timely” is. However, the warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.
- Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include information about the crime that triggered the warning and include all information that would promote safety and that would aid in the prevention of similar crimes.


Decision to Issue Campus Timely Warning Notice – Responsibility:

- All members of the WNCC community are required to notify the appropriate police department of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, faculty, staff and visitors on campus. **On all campuses, after calling 911, dial 0 to alert the College Information Office of the situation.**
- The decision to issue a Campus Timely Warning Notice is made in coordination and consultation with WNCC’s Incident Command Team and the Incident Commander for all three campuses, President Todd Holcomb or designee.
- In an extreme emergency, the notification process will be implemented at the sole discretion of the College’s President or designated team member set forth in team protocol.

How Campus Timely Warning Notices are issued:

- Campus Timely Warning notices will be issued to students, faculty and staff upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area. WNCC has implemented a First Response System through which we can communicate urgent messages to students/faculty/staff using one or more of the following means depending on the nature of the incident:
  - Automated voice communication
  - electronic mail messages
  - text messages
  - public announcements
  - public address system
  - public postings
  - WNCC’s website
  - Other methods deemed necessary that may be used in the information dissemination process.
**Notification Preferences:**

To enable the first response system, you must inform us of your notification preferences. You may identify a wireless device such as a cell phone on which you can receive at least one (1) text message. If you have a wired ‘land-line’ on which you wish to receive voice notifications, tell us that and identify it as a land-line. To update your notification information, log-on to your WNCC portal and click on the Emergency Notification Update link.

**Emergency Evacuation**

Students should learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. WNCC does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WNCC Emergency Staff, WNCC Staff and/or Residential Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residence Life Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities. WNCC conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. WNCC coordinates announced and unannounced evacuation drills each year, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. WNCC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

**Severe Weather**

If there is a risk of severe weather you will need to pay attention to the TV or radio. College staff will inform you also of the weather conditions.

**TORNADO WATCH:** conditions are favorable for a tornado.
**TORNADO WARNING:** Tornado has been spotted, when this happens you shall move to the designated areas.
**SEVERE THUNDERSTORM WARNING:** Winds in excess of 60 mph and hail a penny size or larger.
**LIGHTNING:** Need to stop any outdoor activity and move into a safe building.

**TORNADO PLAN:** (Pioneer and Conestoga Halls)

If on the 2nd or 3rd floors you will need to leave your floor and move to the lowest floor, interior hallway.
- Bring a blanket and pillow with you for protection.
- Stay away from any windows or glass doors.
- Sit down and put your head between your knees and cover your head with your hands.
- Stay calm and don’t PANIC.

If on 1st floor you will need to do the following.
- Go to the hallway with a blanket and pillow.
- Put your head between your knees.
You may have additional students in your corridor from the 2nd or 3rd floors.

After the storm:
- Make sure your SAFETY IS TOP PRIORITY.
Assist anyone that may need help.
If the building is on fire or smell gas you need to EXIT building immediately.
If going outside watch for downed power lines.
Whatever has taken place after the storm is over, college staff will give you instructions for what to do next.

Shelter-in-Place Procedures –

What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including Scottsbluff Police, Residence Life staff members, other College employees, the federal or NE State government, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter–in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone to call Residence Life Staff, faculty, or other staff so they know where you are sheltering. If only students are present, one of the students should call in the list to Residence Life Staff.
7. Turn on a radio or TV if available and listen for further instructions.
8. Make yourself comfortable.

Relationship with Local Agencies
WNCC enjoys an excellent working relationship with all local law enforcement agencies including the Scottsbluff, Gering, Alliance and Sidney Police Departments, County Sherriff offices throughout the service area and the Nebraska State Patrol. We do not however, have a formal written memorandum of understanding for the investigation of alleged criminal offenses with any external agency. The Scottsbluff Campus has a contracted Security force that patrol buildings and residence halls at night but have no powers of arrest.

Fire Safety

<table>
<thead>
<tr>
<th>WNCC Residence Halls</th>
<th>Total Fires</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th># of injuries requiring treatment at a medical facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conestoga</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Pioneer</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WNCC Residence Halls</th>
<th>Fire Alarm Monitoring Done on Site</th>
<th>Full Sprinkler System*</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evac Plans and/or Placards</th>
<th># of Fire Drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Pioneer</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>

*Sprinklers on both common areas and individual rooms

Residence Hall Policies:
CANDLES/ INCENSE/PLUG-INS
Because of the potential fire hazard, candles and incense and plug in type air fresheners may not be used in the residence halls.

ELECTRICAL EQUIPMENT AND APPLIANCES
Students may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriters Laboratory) approved. Because of the fire hazard involved, hot plates, toasters, indoor grills, space heaters and all other electrical equipment with open coils are not permissible. Permission to have any electrical appliance, other than TV, radio, stereo, computer, printer, microwave, small refrigerator, hair equipment, etc. must be obtained from the Residence Life Staff.
A fire safety training program is provided annually for both halls. The training is approximately 1 hour and covers severe weather safety and fire safety.

Fire Evacuation Procedures for Residence Hall Students:
State law requires the College to observe every precaution to prevent the threat of fire and to provide adequate protection to detect and fight fires. The fire detector system and fire extinguishers have been installed for the residents' protection in compliance with the law.
In the event of a fire, notification will be made by the fire alarm system. When the alarm is sounded, all persons are directed to exit the building and the access roads. In the event of an alarm:

1. Close all windows
2. Unplug electrical appliances (if time permits)
3. Grab coat and towel
4. Turn off overhead light and exit (if your doorknob is not hot!)
5. Keep low to avoid smoke inhalation.
6. Leave door open
7. Remain 150 feet away from the building until clear signal is given (by College or fire official)

FOLLOW ALL DIRECTIONS FROM COLLEGE PERSONNEL IN THE EVENT OF A FIRE.

Resident Assistants/Directors will check all rooms and restrooms, turn off overhead lights and close doors. Residence Staff will locate the problem and call authorities.

If you turn in (pull) the alarm, please notify the Residence Life Staff immediately. Remember to keep low to avoid smoke inhalation.

**The College views UNAUTHORIZED USE AND TAMPERING WITH FIRE EQUIPMENT (EXTINGUISHERS AND ALARMS) AS A SERIOUS OFFENSE. Offenders are jeopardizing the lives of other persons. Under state law, violators are subject to a penalty of $25 to $100 fine, five to thirty days in jail, or both. All violators will be reported to the proper authorities.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE
In accordance with the Higher Education Opportunity Act of 2008 (34 CFR 668.46(h)), Western Nebraska Community College has implemented a Missing Person Notification Procedure to respond to reports of a missing student.

1. Notification of Missing Person: If a member of the WNCC community has reason to believe that a student who resides in on-campus housing has been missing from campus for 24 hours, he or she should immediately notify:
   - Scottsbluff Campus: Director of Student Life (308) 635-6186.
   - Sidney Campus: Sidney Campus Director (308) 254-7404 or Student Services Coordinator (308) 254-7441.
   - For all campus locations: WNCC Dean of Students (308) 635-6050.

2. Report: He or she will notify the Vice President of Student Services and initiate an investigation.

3. Action: The Vice President of Student Services or designate shall immediately notify local law enforcement of the missing person report received by the College regardless of how long the student is believed to have been missing:
   - For Alliance campus: Alliance Police Department
     512 Niobrara
     P.O. Box D
     Alliance, NE
     (308) 762-4955
• For Scottsbluff campus:  Scottsbluff Police Department
  1801 Avenue B
  Scottsbluff, NE 69361
  (308) 630-6261 during Business Hours M-F 7am-4pm; and (308) 632-7176 after Business Hours

• For Sidney campus:  Sidney Police Department
  1715 Illinois Street
  Sidney, NE 69162
  (308) 254-5515

4. **Contact Procedure:** If the missing student is **under the age of 18 and is not an emancipated** individual, WNCC will notify the student's parent or legal guardian immediately after the College has determined that the student has been missing for more than 24 hours.

**Contact Information Form:**

In addition to registering an emergency contact, every student who lives in on-campus housing, regardless of age, has the option to identify confidentially, an individual to be contacted by WNCC in the event the student is determined to be missing for more than 24 hours. The contact person can be anyone chosen by the student. If a student has identified such an individual, WNCC will notify that individual no later than 24 hours after the student is determined to be missing.

Students who wish to identify a confidential contact may do so by contacting the Dean of Students at (308) 635-6050.

**Security Awareness Programs for Students and Employees**

During new student orientation and in the residence halls students are informed of safety and security measures and ways to maintain personal safety including residence hall security. Periodically throughout the academic year the Residence Life staff present crime prevention awareness sessions on sexual assault, theft, vandalism and general sessions on personal safety on campus and in the residence halls. These programs are generally focused on helping students and employees be more aware of their responsibility for their own safety and security and of others.

**Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

WNCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the offense or crime.

**WNCC Policy - Offense Against Persons**

Any student who commits one or more of the following acts shall be held responsible for an offense against a person:

Clause 1 Assault - An attempt, through threat or violence, to do bodily harm to another person, whether or not the attempt is consummated. This would include, but is not limited to, assaults of a sexual nature.

Clause 2 Abuse - Threats, physical harm or abuse, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person on College property or at College sponsored events.

Clause 3 Detention - The detention or confinement of another person against her/his will.
Clause 4 Harassment - Any action or conduct which creates or in part creates a hostile, abusive, or intimidating environment.

**Sexual Offender Information**

Western Nebraska Community College is committed to creating a community free from violence and fear. To assist in this effort, the following information is being made available to the campus community.

Nebraska State Statute.§29-4002 declares that sex offenders present a high risk to commit repeat offenses and that efforts of law enforcement agencies to protect the communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses, and who live in their jurisdiction. Because of that, the Legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies. As provided by the Sex Offender Registration Act. This information may be accessed at the web site of the Nebraska State Patrol: [www.nsp.state.ne.us](http://www.nsp.state.ne.us).

At this web site you will be given the opportunity to search by last name, first name, city, county, or zip code. This information is to be used to provide public notice and information about a registrant so a community can develop and construct a plan to prepare themselves and their families. Sex offenders have “always” been in our communities. The notification process will remove their ability to act secretly. Sex offender registry information will not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and may result in arrest and prosecution.

**Campus Facilities—Security and Access – Scottsbluff Campus**

Normal operating hours for the Scottsbluff campus of Western Nebraska Community College is 8 a.m. – 5 p.m., Monday – Thursday and 8 a.m. – 4 p.m. on Friday. Depending on the building and its requirements, physical security mechanisms include locks and keys and/or card entry systems, electronic alarms on doors are in place as well as closed-circuit security camera systems.

WNCC contracts with an outside company for security guards on the Scottsbluff campus. The guards work Monday – Sunday. Two guards are on duty each night and sit at each front desk in the two residence halls from 11:00 p.m. – 7:00 a.m. – except while making required rounds. They can be called at 308-641-0351 during they times they are on duty.

The living areas of the residence halls are secured 24 hours a day – accessed by a proximity device. Visitation hours are from 10 a.m. – midnight Sunday – Thursday and 10a.m. – 2a.m. Friday and Sat. All visitors must sign in after 9 p.m. and are asked to leave when visitation hours are over.

**Campus Facilities - Security and Access – Sidney Campus**

Normal building hours on the Sidney campus are 8:00am - 10:00pm Monday through Thursday and 8:00am – 4:00pm on Friday, some Saturdays from 8:00am – 5:00pm. There are no security guards on the Sidney campus. Depending on the building and its requirements, physical security mechanisms include locks and keys, electronic key system and alarms are in place as well as closed-circuit security camera systems.

**Campus Facilities - Security and Access – Alliance Campus**

Normal building hours on the Alliance campus are 8:00am – 9:00pm, Monday through Wednesday, 8:00am – 8:00pm on Thursday, 8:00am – 4:00pm on Friday and every other Saturday from 9:00 – noon. There are no
security guards on the Alliance campus. Depending on the building and its requirements, physical security mechanisms include locks and keys, and alarms are in place as well as close-circuit security camera systems.

**WNCC ALCOHOL AND ILLEGAL DRUG POLICIES**

WNCC promotes learning by engaging students, advancing scholarly inquiry, cultivating critical thought and creating knowledge. To foster an environment in which this mission can be realized, certain expectations must be placed upon each member of the college community. These expectations are non-negotiable and are monitored diligently. Individuals have the right to their own beliefs and values, but they share a responsibility to accept the consequences for failing to live up to the standards of the institution.

All students bear a responsibility to understand the policies governing their behavior as set out in the Judicial Code. The college’s policies on alcohol and illegal drugs are defined below; however, all students should be familiar with the entire code.

More information, including the complete text of the code, can be found in the student handbook, and on the web at www.wncc.edu.

**Offenses Against the Peace**

Any student who commits one or more of the following prohibited acts shall be held responsible for an offense against the peace:

Clause 1 Alcoholic Beverages Use, possession, or sale of alcoholic beverages on campus or at any College sponsored function.

Clause 2 Drunkenness Acting in a disorderly manner as a result of drinking a beverage with alcoholic content.

Clause 3 Drugs - The unauthorized possession, use, sale, transportation of drug paraphernalia, or substances of hallucinogenic or psychedelic or controlled substance on the College campus or at College sponsored events.

Clause 4 Disturbance Participating in any disturbance which is in any way unruly, disorderly, or unlawful on campus or any College sponsored function.

Clause 5 Obstruction or Disruption Obstruction or disruption of any College activity, either academic, social or administrative.

Clause 6 Disorderly, Lewd, Indecent, or Obscene Conduct Disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at College sponsored functions.

Clause 9 - Violation of Laws - Violation of federal, state, or local laws on College property or at College-sponsored or supervised activities.

(View the entire code on the website – www.wncc.edu.)

**Employee Drug/Alcohol Policy**

The College affirms its responsibility and commitment to maintain a drug-free workplace strictly according to the terms and conditions of the Drug-Free Workplace Act of 1988. The College is obligated to provide a drug-free, safe, healthy, and secure workplace for employees.

The College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on College property or while conducting College business off-premises. Any employee convicted of a criminal drug offense under the above conditions is subject to appropriate personnel action up to and including termination or satisfactory participation in a drug rehabilitation program.

The College does hereby establish drug-free awareness programs to be implemented through the President which shall inform all employees about:

1) The dangers of drug abuse in the workplace;
2) The College's policy of maintaining a drug-free workplace;
3) Drug counseling, rehabilitation, and employee assistance programs; and
4) Appropriate personnel actions and penalties which may be imposed for drug abuse violations.
This policy applies to all faculty, staff, or student employees; and all employees, as a condition of employment, must abide by the terms of this policy and must also report any criminal drug conviction within five days after the conviction to their immediate supervisor. This includes any drug violation occurring on or off College premises while conducting College business.

**Alcohol and Other Drug Information**

**Standard of Conduct/ Disciplinary Sanctions**

Western Nebraska Community College’s standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its officially recognized activities. The laws of local, state, and federal authorities pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students or employees to purchase, manufacture, possess, consume, or sell such items on campus. Students or employee violations of the standards as stated in the above paragraph shall result in any one or a combination of the following disciplinary sanctions:

* Warning
* Disciplinary probation
* Suspension
* Referral to an appropriate drug/alcohol treatment program
* Any other action considered necessary by college officials

Definitions and accompanying procedures of these sanctions pertaining to students can be found in the Student Handbook. Policies and procedures of these sanctions pertaining to employees are included in the Board of Governors Policy Manual. Students’ rights shall be protected in accordance with due process.

Students’ accused of violating the drug/alcohol policy as established shall have the right to:
1) a hearing before the appropriate campus judicial board, and 2) access to an appeal as defined within the college policies and procedures.

**Prevention Programs and Drug and Alcohol Centers**

WNCC has developed health education programs including those which deal specifically with the abuse of drugs and alcohol by students and employees. Example program services include educational programs, dissemination of informational materials, counseling services, referrals and sometimes college disciplinary actions.

(Counseling, treatment, and rehabilitation)

There are numerous drug and alcohol counseling, treatment, and rehabilitation centers located within the 12-½ county area served by Western Nebraska Community College. The following listing groups these centers in four categories: information and referral offices, outpatient services, inpatient treatment facilities, and halfway house re-entry programs.

**Information and Referral Offices**

**Panhandle Substance Abuse Council**
Scottsbluff: 308.632.3044
[www.psaclr1.com](http://www.psaclr1.com)

**Outpatient Services**

**Human Services Incorporated**
Alliance: 308.762.7177
Addiction Center
Sidney: 308.254.2649
www.pmhc.net

Region 1 Substance Abuse Services
Scottsbluff: 308.635.3171

Lutheran Family Services
411 Black Hills
Alliance, NE 69301
308.762.5436

Panhandle Mental Health Center
723 Flack
Alliance, NE 69301
308.762.2545

Panhandle Mental Health Center
4110 Ave. D
Scottsbluff, NE 69361
308.635.3171

Inpatient Treatment Facilities
Memorial Hospital & Home Health
Sidney: 308.254.5825

Veterans’ Hospital & Treatment Center
Hot Springs, SD: 605.745.4101

Half-way House Re-entry Programs
Homestead Detox/ Halfway house
Scottsbluff: 308.635.7782

Any of the resources can also provide information and assessment relating to drug and alcohol abuse. In addition, they can furnish schedules for local and area meetings of Alcoholics Anonymous, Narcotics Anonymous, Alanon, Adult children of Alcoholics, Alateen, and Alatot. Both inpatient and outpatient centers offer help for the entire family of alcoholic or drug user.

Health Risks
Numerous health risks have been identified with substance abuse (use of illicit drugs and excessive use of alcohol). Abusers can lose resistance to disease, develop physical and psychological dependence, become depressed, develop heart problems, contract infections, or become malnourished, physically exhausted, and even die.

Reality is often distorted, reactions may be slower, and the risk of accidents increases. Extended substance abuse can cause coma, respiratory arrest, and convulsions. Injected drugs increase the risk for infectious diseases such as hepatitis and AIDS. Body systems are affected. The liver, lungs, and heart are damaged.

For women, there is an increase in birth defects associated with use during pregnancy.
The counseling offices on each campus have more in-depth information on the inherent health risks related to substance abuse.

Legal Sanctions
Scottsbluff City Ordinance- Controlled
Substance Protective Act (13-603 et seq.)
It shall be unlawful for any person to possess an opium pipe or any device or paraphernalia designed for use or principal use for smoking a controlled substance.
It shall also be unlawful for any person to possess a hypodermic needle or syringe or any other device or paraphernalia designed for use for injecting a controlled substance.

Any person who shall violate any of said provisions shall upon conviction be fined in any amount not exceeding $100.00 and shall pay the cost of prosecution.

Legal Sanctions
Sidney City Ordinance- Controlled

Legal Sanctions
Alliance City Ordinance- Controlled

Nebraska State Law
Controlling Drugs and Alcohol
The Uniformed Controlled Substances Act makes it unlawful for any person knowingly or intentionally to manufacture, distribute or possess with the intent to distribute or possess with the intent to distribute a counterfeit controlled substance. Any person who violates the provisions of the Uniformed Controlled Substances Act shall be guilty, depending on the type of substance and quantity of the substance, of a Class II to Class IV felony. Any person knowingly or intentionally possessing marijuana shall be guilty of a Class IV felony to a Class V misdemeanor depending upon the quantity and number of offenses.

It is further unlawful for any person to use or to possess with the intent to use or with intent to deliver drug paraphernalia. A person who violates this section shall be guilty of Class II misdemeanor unless the delivery of drug paraphernalia is to a person under 18 years of age, which shall be a Class I, misdemeanor.

Offenses Relating to Alcohol

Selected Nebraska Alcohol Offenses
Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 2010). Violation of this law is punishable by not more than 1
Minor In Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 2010). Violation of this law is punishable by a three-month imprisonment, or $500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 2010) and § 28-106 (1) (Reissue 2008).

Consumption on Public Property: It shall be unlawful for any person to consume alcoholic liquor upon property owned or controlled by the state or any governmental subdivision thereof unless authorized by the governing bodies having jurisdiction over such property. Neb. Rev. Stat. § 53-180.02 (Reissue 2010). A violation of this statute is punishable as follows: (1) For the first offense be fined not more than one hundred dollars; (2) upon a second conviction for the same infraction within a two-year period be fined not less than one hundred dollars and not more than three hundred dollars; and (3) upon a third or subsequent conviction for the same infraction within a two-year period be fined not less than two hundred dollars and not more than five hundred dollars. Neb. Rev. Stat. § 29-436 (Reissue 2008).

Driving Under Influence: Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Reissue 2010). A violation of this statute is punishable as follows: (1) Except as provided in subdivision (2) of this section, if such person has not had a prior conviction, such person shall be guilty of a Class W misdemeanor, and the court shall, as part of the judgment of conviction, order that the operator's license of such person be revoked for a period of six months from the date ordered by the court. The revocation order shall require that the person apply for an ignition interlock permit pursuant to section 60-6,211.05 for the revocation period and have an ignition interlock device installed on any motor vehicle he or she operates during the revocation period. Such revocation shall be administered upon sentencing, upon final judgment of any appeal or review, or upon the date that any probation is revoked.

If the court places such person on probation or suspends the sentence for any reason, the court shall, as one of the conditions of probation or sentence suspension, order that the operator's license of such person be revoked for a period of sixty days from the date ordered by the court. The court shall order that during the period of revocation the person apply for an ignition interlock permit pursuant to section 60-6,211.05. Such order of probation or sentence suspension shall also include, as one of its conditions, the payment of a five-hundred-dollar fine;

(2) If such person has not had a prior conviction and, as part of the current violation, had a concentration of fifteen-hundredths of one gram or more by weight of alcohol per one hundred milliliters of his or her blood or fifteen-hundredths of one gram or more by weight of alcohol per two hundred ten liters of his or her breath, such person shall be guilty of a Class W misdemeanor, and the court shall, as part of the judgment of conviction, revoke the operator's license of such person for a period of one year from the date ordered by the court. The revocation order shall require that the person apply for an ignition interlock permit pursuant to subdivision (1)(b) of section 60-6,197.01 for the revocation period and have an ignition interlock device installed on any motor vehicle he or she operates during the revocation period. Such revocation shall be administered upon sentencing, upon final judgment of any appeal or review, or upon the date that any probation is revoked.

If the court places such person on probation or suspends the sentence for any reason, the court shall, as one of the conditions of probation or sentence suspension, order that the operator's license of such person be revoked for a period of one year from the date ordered by the court. The revocation order shall require that the person apply for an ignition interlock permit pursuant to subdivision (1)(b) of section 60-6,197.01 for the revocation period and have an ignition interlock device installed on any motor vehicle he or she operates during the revocation period. Such revocation shall be administered upon sentencing, upon final judgment of any appeal or review, or upon the date that any probation is revoked. Such order of probation or sentence suspension shall
also include, as conditions, the payment of a five-hundred-dollar fine and either confinement in the city or county jail for two days or the imposition of not less than one hundred twenty hours of community service. Neb. Rev. Stat. § 60-6,197.03 (Note increased penalties provided for higher concentration of alcohol and for subsequent offenses).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. "open container" laws.

Alliance, Nebraska Code of Ordinances

Sec. 4-5. Minors on premises prohibited.
It shall be unlawful for any person under the age of 21 years to be in or upon the premises occupied by the holder of any alcoholic liquor license wherein alcoholic beverages are consumed; provided, however, this prohibition shall not apply to the premises which are occupied by hotels, clubs, bona fide restaurants, supermarkets or convenience stores.

Sec. 4-6. Sale to minors prohibited.
No alcoholic liquor licensee, manufacturer, or distributor shall sell or give away any alcoholic liquor to any person who is less than 21 years of age, or to any person who is mentally incompetent. It shall be unlawful for any person who is not 21 years of age to represent that is more than 21 years of age for the purpose of purchasing or receiving alcoholic liquors.

Sec. 4-7. Sale and possession by minor prohibited.
(a) Except as provided in R.R.S. 1943, § 53-168.06, no minor may sell or dispense or have in his possession or physical control any alcoholic liquor in any tavern or in any other place including public streets, alleys, roads, highways, upon property owned by the state or any subdivision thereof, or inside any vehicle while in or on any other place including but not limited to the public streets, alleys, roads, highways, or upon property owned by the state or any subdivision thereof, except that a minor may possess or have physical control of alcoholic liquor in his permanent place of residence.
(b) The term minor shall mean any person, male or female, under 21 years of age; regardless of marital status.

Sec. 4-8. Consumption on premises.
It shall be unlawful to consume or permit to be consumed alcoholic liquors other than beer upon premises which are licensed to sell at retail beer only (class A license). Except as otherwise provided in R.R.S. 1943, § 53-123.04, it is unlawful to consume or permit to be consumed alcoholic liquor or beer on premises holding a class D alcoholic liquor license.

Scottsbluff, Nebraska Municipal Code

13-6-1. Alcoholic liquor; consumption; open containers; places unlawful.
It shall be unlawful for any person:
(1) to consume or have in his or her possession any open container of alcoholic liquor in the public streets, alleys, roads, highway or parking areas, or any other property owned by or under the control of the State or any governmental subdivision, except as provided in this Article; or
(2) to consume or have in his or her possession any open container of alcoholic liquor
in any place of public resort or any place open to the general public (including parking areas or lots) except as permitted by a license issued for the premises pursuant to the Nebraska Liquor Control Act.

(3) to consume or have in his or her possession any open container of alcoholic liquor inside a motor vehicle unless the alcoholic liquor is located so that no occupant of the motor vehicle shall have access to it while the vehicle is in motion, or

(4) to consume any alcoholic liquor other than beer upon a premise licensed for the sale of beer at retail only.

A container of alcoholic liquor shall be considered an “open container” if the seal of the original package is broken. (Ord. 3641, 2000)

City of Sidney, Nebraska Codified Ordinances

434.01 Driving Under Influence of Alcohol or Drugs

No person shall operate or be in the actual physical control of any motor vehicle upon the streets or alleys or any public place within the City while under the influence of any alcoholic liquor or drug. (1958 Code § 16.58)

612.04 Sales to Minors; Prohibitions and Misrepresentations.

(a) No person shall sell or give any alcoholic liquor to, or procure any such liquor for, or permit the sale or gift of any such liquor to, or the procuring of any such liquor for, any minor or any person who is mentally incompetent or any person who is physically or mentally incapacitated due to the consumption of such liquor.

(b) No minor shall represent that he or she is of age for the purpose of asking for, purchasing or receiving any alcoholic liquor from any person. (1958 Code § 3.4)

612.08 Consumption in Public Places.

No person shall consume or drink alcoholic liquor on any public street in the City, upon property owned by the State or any governmental sub-division thereof, inside vehicles while upon a public street or in theaters, dance halls or any other place open to the public. No personal shall drink any alcoholic liquor other than beer upon any premises on or within which beer may be lawfully sold at retail, provided that nothing herein contained shall be construed to prohibit persons purchasing beer at retail upon premises on or within which beer is lawfully sold for consumption on the premises from drinking such beer on such premises. No person shall consume any alcoholic liquor, including beer, on unlicensed premises. No owner, proprietor, manager, employee or person in charge of unlicensed premises shall permit or allow any person thereon to consume any alcoholic liquor thereon. Unlicensed premises shall not be construed to mean any premises within the City used or employed exclusively by any person for the purpose of a dwelling or residence or any premises or parts of premises not open to the public. (1958 Code § 3.10)

Federal Law: Drug Abuse Prevention and Control Act

21 USC 801 et seq., and more specifically 21 USC 841, states that it shall be unlawful for any person knowingly or intentionally:

1. To manufacture, distribute or dispense or possess with intent to manufacture, distribute or dispense a controlled substance; or to create, distribute or dispense or possess with the intent to distribute or dispense a counterfeit substance. The penalty for violating this federal law in case of controlled substances in Schedules I or II, shall be a term or imprisonment of not more than 15 years, a fine of not more than $25,000.00 or both.

2. In the case of any controlled substance in Schedule III, he shall be sentenced to a term of imprisonment of not more than three years, a fine of not more than $10,000.00 or both.
3. In the case of any controlled substance in Schedule IV, such person shall be sentenced to a term of imprisonment of not more than three years, a fine of not more than $10,000.00 or both.

4. In case of a controlled substance in Schedule V, such person shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than $5,000.00 or both.

Information contained in this publication was correct and complete when submitted to the printer. This publication should not be considered a contract between Western Nebraska Community College and any student or employee. The college reserves the right to make changes in policies and procedures without notice or obligation.
<table>
<thead>
<tr>
<th>Drug type</th>
<th>Name</th>
<th>Immediate effects</th>
<th>Most common complications/long-term effects</th>
<th>Risk of dependence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stimulants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamines*</td>
<td>(Uppers)</td>
<td>Benzedrine, Dexedrine, methedrine, diet pills, MDMA (ecstasy), methylphenidate (Ritalin), Crystal Methamphetamine</td>
<td>euphoria, increased alertness, excitement, decreased appetite, insomnia, restlessness</td>
<td>nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, impotence, insomnia, skin disorders, malnutrition, delusions, psychosis, seizures, death; in addition to above, crystal meth causes severe acne with scarring, severe damage to teeth and gums</td>
</tr>
<tr>
<td>Cocaine*</td>
<td>cocaine powder, crack, freebased coke</td>
<td>brief euphoria, increased energy, intense exhilaration</td>
<td>tremors, nasal bleeding and inflammation, toxic psychosis, seizures, damage to nasal septum and blood vessels, death from overdose (heart or respiratory failure)</td>
<td>psychological—high physical (esp. crack)—moderate</td>
</tr>
<tr>
<td>Nicotine</td>
<td>cigarettes, cigars, pipes, snuff, chewing tobacco</td>
<td>relaxation, increased confidence, increased metabolism</td>
<td>high blood pressure, emphysema, bronchitis, heart and lung disease, cancer, death</td>
<td>psychological—high physical—high</td>
</tr>
<tr>
<td>Caffeine</td>
<td>coffee, cola, NoDoz*, tea</td>
<td>increased mental alertness, increased blood pressure and respiration</td>
<td>nervousness, insomnia, dehydration, stomach irritation, fatigue</td>
<td>psychological—high physical—moderate</td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol*</td>
<td>(Downers)</td>
<td>beer, wine, liquor, some medications</td>
<td>muscle relaxation, intoxication, depression, impaired motor control, impaired memory and judgment</td>
<td>dehydration, hangover, obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremens, overdose or mixing with other depressants can cause respiratory failure, death</td>
</tr>
<tr>
<td>Tranquilizers*</td>
<td>Valium, Librium, Equanil, Miltown, Thorazine, etc.</td>
<td>relief of tension and anxiety, drowsiness</td>
<td>hangover, menstrual irregularities, increases or decreases effect of other drugs, especially dangerous with alcohol, destroys blood cells, jaundice, coma, death</td>
<td>psychological—moderate physical—moderate</td>
</tr>
<tr>
<td>Barbiturates*</td>
<td>Nembutal, Amytal, Seconal, phenobarbital</td>
<td>euphoria, relief of anxiety, loss of inhibition, muscle relaxation, loss of motor control, drowsiness, especially dangerous with alcohol</td>
<td>lethargy, hangover, blurred vision, nausea, depression, seizures, excessive sleepiness, confusion, irritability, severe withdrawal sickness, can be fatal if mixed with alcohol or other depressants</td>
<td>psychological—high physical—high</td>
</tr>
<tr>
<td>Narcotics*</td>
<td>heroin, morphine, opium, codeine, methadone, Demerol, etc.</td>
<td>euphoria, drowsiness (pain killer)</td>
<td>respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, stupor, death</td>
<td>psychological—high physical—high</td>
</tr>
<tr>
<td>Inhalants*</td>
<td>amyl nitrate, butyl nitrate, nitrous oxide, glue, paint</td>
<td>lowered blood pressure, relaxation of sphincter muscles, feeling of heightened sexual arousal</td>
<td>headaches; dizziness; accelerated heart rate; nausea; nasal irritation; cough; impotence; hallucination; liver, kidney, bone marrow and brain damage; death</td>
<td>psychological—high</td>
</tr>
<tr>
<td><strong>Psychedelics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cannabis*</td>
<td>(Hallucinogens)</td>
<td>marijuana, hashish, THC</td>
<td>relaxation; altered sense of hearing, time, vision; euphoria; increased heart rate and appetite; dilated pupils; memory impairment</td>
<td>impaired driving ability, possible lung damage, reduced sperm count and sperm motility, damage from impure dose; possible brain damage</td>
</tr>
<tr>
<td></td>
<td>LSD, psilocybin, MDA, peyote, DMT, STP</td>
<td>hallucinations; altered sense of time, space and visual perception; nausea; disorientation</td>
<td>depression, paranoia, physical exhaustion after use, psychosis (&quot;freaking out&quot;)—temporary or permanent, death</td>
<td>psychological—low</td>
</tr>
</tbody>
</table>
Scottsbluff Campus 2013 Statistical Summary of Crimes/Offenses (Including Attempts)*

<table>
<thead>
<tr>
<th>Crimes/Offenses</th>
<th>On-Campus</th>
<th>Non-Campus Buildings &amp; Property</th>
<th>Public Property</th>
<th>Totals</th>
<th>On-Campus Residential Only</th>
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</thead>
<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sexual Assault; Forcible (Total) Forcible Rape</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Forcible Sodomy Sexual Assault w/Object Forcible</td>
<td>0</td>
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<td>Fondling</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault; Non-Forcible (Total) Incest Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Robbery</td>
<td>2</td>
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## Scottsbluff Campus 2012 Statistical Summary of Crimes/Offenses (Including Attempts)*

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## Hate Crimes (By Prejudices)

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Sidney Campus 2012 Statistical Summary of Crimes/Offenses (Including Attempts)*

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Scottsbluff Campus 2011 Statistical Summary of Crimes/Offenses (Including Attempts)*

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### Alliance Campus 2011 Statistical Summary of Crimes/Offenses (Including Attempts)*

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#### Liquor, Drug, and Weapon Violations

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#### Hate Crimes (By Prejudices)

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Liquor, Drug, and Weapon Violations

| Liquor Law Arrests                          | 0                              | 0               | 0      | 0                           |
| Liquor Law Disciplinary Referrals           | 0                              | 0               | 0      | 0                           |
| Drug Law Arrests                            | 0                              | 0               | 0      | 0                           |
| Drug Law Disciplinary Referrals             | 0                              | 0               | 0      | 0                           |
| Illegal Weapons Arrests                     | 0                              | 0               | 0      | 0                           |
| Illegal Weapons Disciplinary Referrals      | 0                              | 0               | 0      | 0                           |

Hate Crimes (By Prejudices)

| Race                                        | 0                              | 0               | 0      | 0                           |
| Gender                                      | 0                              | 0               | 0      | 0                           |
| Religion                                    | 0                              | 0               | 0      | 0                           |
| Sexual Orientation                          | 0                              | 0               | 0      | 0                           |
| Ethnicity                                   | 0                              | 0               | 0      | 0                           |
| Disability                                  | 0                              | 0               | 0      | 0                           |
SEXUAL MISCONDUCT: DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

POLICY STATEMENT
Western Nebraska Community College is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual misconduct. The College strictly prohibits any form of sexual misconduct, which includes dating violence, domestic violence, sexual assault, and stalking. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the College’s sexual misconduct procedure. The President is authorized to adopt appropriate procedures to carry out this policy and comply with state and federal law.

DEFINITIONS
The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain Nebraska State definitions in a campus’s Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; sexual assault; and stalking.

Western Nebraska Community College utilizes the following definitions from Nebraska State Statutes in execution of the College’s sexual misconduct policy and procedures. To review said statutes in their entirety, please see the official site of the Nebraska Unicameral Legislature at the following: http://nebraskalegislature.gov/laws/browse-statutes.php


The activity takes place without the use of, or the threat of, force or coercion, whether verbal or physical (coercion is the act of using some form of pressure or force to have sexual contact with someone who has already refused or is incapable of providing consent); each participant provides clear consent through their words and/or actions; each participant is fully aware of the other participants’ identity and intentions; each participant is clearly able to provide their voluntary consent (both mentally and physically; influence of alcohol or drugs is an issue when considering consent); and there is no verbal or physical resistance by any participant. The provision of consent for one form of sexual activity cannot automatically be taken as consent for any other form of sexual activity; consent must be provided for each type of activity. In addition, previous relationships or prior consent does not automatically provide consent for future sexual acts; each sexual encounter stands alone.


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 involvement, whether casual, serious, or long-term.


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 dating relationship. Dating relationship means frequent, intimate associations primarily characterized by the
expectation of affectional or sexual involvement, but does not include a causal relationship or an ordinary association between persons in a business or social context.


Sexual contact and/or sexual penetration 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 physically or mentally incapable of resisting or appraising the nature of his/her conduct (i.e. mentally challenged, disabled, intoxicated, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age. A victim must simply provide enough resistance, either verbally or physically, to make the perpetrator aware of the lack of consent. A victim need not resist verbally or physically where it would be useless or futile to do so.

The following definitions apply:

1. **Actor**: The person accused of sexual assault.

2. **Force or threat of force**: The use of physical force which overcomes the victim's resistance; or the threat of physical force, express or implied, against the victim or a third person that places the victim in fear of death or in fear of serious personal injury to the victim or a third person where the victim reasonably believes that the actor has the present or future ability to execute the threat.

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

4. **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.

5. **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 actor’s sexual or intimate parts or the clothing covering the immediate area of the actor’s sexual or intimate parts, when this touching is intentionally caused by the actor. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

6. **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 actor, into the genital or anal openings of the victim's body. Sexual penetration does not require emission of semen.

7. **Victim**: The person alleging to have been sexually assaulted.

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

The 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. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.
1. **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.

2. **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.

3. **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.

**DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, and STALKING PREVENTION AND AWARENESS PROGRAMS**

The College conducts several educational programs and activities throughout the year to raise awareness for issues of dating violence, domestic violence, sexual assault, and stalking.

The following are some specific programs and activities that are available:

- Healthy Relationships/Domestic Violence Week sponsored by Diversity Series.
- “Sex Signals” program presentation on sexual assault awareness and prevention. This program incorporates improvisation, humor, education, and audience interaction to provide information on dating, sex, and the core issue of consent.
- DOVES Program presentations on domestic abuse and sexual assault. The DOVES Program believes every person has the right to feel safe, live free from abuse, and expect healthy relationships, and their mission is to ensure their empowerment-based services are available and accessible to all victims of domestic violence, dating violence, sexual abuse, and stalking. The program serves victims of domestic violence, dating violence, sexual assault and stalking throughout Banner, Box Butte, Cheyenne, Dawes, Kimball, Morrill, Scotts Bluff, Sheridan and Sioux Counties.
- Stalking prevention presentation.
- Take Back the Night program. This event emphasizes safe communities and respectful relationships. The program seeks to end sexual assault, domestic violence, dating violence, sexual abuse, and all other forms of sexual violence through awareness and ongoing initiatives.
- Conestoga program on Stalking/Internet Safety.
- Conestoga program by the DOVES Program on Healthy Relationships/Sexual Abuse.
- Web-Based Resources: “Your Role in Sexual Harassment & Violence Prevention: Making a Difference in Preventing Sexual Harassment and Violence at WNCC”.

**Bystander Intervention & Risk Reduction:**

Bystander Intervention is choosing to respond to a potentially harmful situation in a way that could positively influence the outcome. Risk Reduction means options designed to decrease perpetration and bystander inaction. WNCC is committed to preventing gender-based violence, and believes it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual, dating, or domestic violence. If
you witness these behaviors, there are certain ways you can help to prevent a risky situation from getting out of hand. The goal of bystander intervention is to make our campus community a safer place to live, work and learn and WNCC is committed to promoting the skills all of us can use to make a difference in preventing dangerous situations.

In order to intervene, first someone has to:

1. **Notice the event**

Bystanders first must notice the incident taking place. It's important to become attune to what situations may be risky; i.e., if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation.

2. **Interpret the incident as a problem or emergency**

By "emergency," we mean a situation wherein there is risk of sexual, dating or domestic violence occurring in the near future.

3. **Assume personal responsibility for intervening**

It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think -- it might be the case that they've been thinking the same thing.

4. **Have the bystander intervention skills to help**

There are a number of different techniques that someone can use to intervene in a risky situation, some of which we've listed below. These bystander goals and intervention techniques are reprinted here with permission of the “Step UP! Program” developed by the University of Arizona C.A.T.S. Life Skills Program in partnership with the NCAA. Step UP! is a bystander intervention program that educates students to be proactive in helping others when faced with problematic or risky situations that are of concern. The Step UP! training program focuses on real-life situations/scenarios students might encounter. The goal of the program is to generate open, honest and non-judgmental discussions about the material presented. For more information see [http://www.stepupprogram.org](http://www.stepupprogram.org).

**Bystander Intervention Techniques:** Please remember that your safety is of the utmost importance. When a situation that threatens physical harm to yourself or another student, ask someone for help or call 911 immediately.

Carefully assess the entire situation/circumstances before making any decisions or taking any action.

**Consider both direct and indirect ways to intervene.**

- **Direct:** You take responsibility as the primary helper.
- **Indirect:** You request that someone else take responsibility as the primary helper (e.g., the Police, Emergency Medical Trained or EMT personnel, College administrators, etc.)

**Whatever response you choose, remember the following in an emergency/crisis:**

- Calm the person
- Gather information
- Look at options
Provide support
Know appropriate referrals
Do not become enmeshed
Look for the best exit strategies (getting out of the situation) for those involved.
Be clear and direct with all of your requests.
Make safe choices; consider the level of risk in choosing an action for intervening.
Understand boundaries and limits - don’t be a hero. Remember verbal fights can quickly turn into physical fights. ***It is often better to WALK AWAY.
Intervene early – before a problem becomes a crisis or disaster.
Choose the most effective ways of helping for that particular situation. Be sure to not make the situation escalate.
Publicly state your commitment to helping. “I will do X.”
Engage other bystanders – You do “Y.”
Discuss consequences that the person cares about – Encourage VALUE BASED DECISIONS.
Assess personal exposure/liability when actions you know about are criminal.
Call 9-1-1 if it is not safe or prudent for you to help directly.

BYSTANDER INTERVENTION RESOURCES:

- The Doves Program: http://www.dovesprogram.com or 308-436-HELP or 866-95-DOVES
- Step Up: http://www.stepupprogram.org
- The Green Dot Program: http://livethegreendot.com/
- Bringing in the Bystander: http://www.cola.unh.edu/prevention-innovations/bystander
- One Student: http://onestudent.org/
- The Rape, Abuse & Incest National Network (RAINN) – www.rainn.org or 1-800-656-HOPE (4673)
- National Sexual Violence Resource Center – www.nsvrc.org or 1-877-739-3895 (toll free)
- California Coalition Against Sexual Assault – http://calcasa.org
- Male Survivor – www.malesurvivor.org or 1-800-738-4181
- Men Can Stop Rape – www.mencanstoprape.org
- What Bystanders Can Do To Stop Rape – http://healthland.time.com/2013/01/11/what-bystanders-can-do-to-stop-rape/#ixzz2HgSCxbzc
- White House Task Force to Protect Students from Sexual Assault, April 2014: http://www.whitehouse.gov/sites/default/files/docs/report_0.pdf

BYSTANDER RESEARCH:

SEXUAL ASSAULT: FACTS AND PREVENTION
Remember, sexual assault is not just a woman’s issue. Men and women are both responsible for preventing sexual assault and rape.

Suggestions for men working to end sexual violence include:

• Understand what your partner wants. No means No—never assume what your partner wants sexually. Always ask.
• Don’t engage in sexual relations with someone who is too drunk to make responsible decisions, has passed out, or is asleep or unconscious. Legally, this is sexual assault.
• Realize that what you say can have an impact. Casual conversation is the best way to influence peers to prevent an incident that could hurt others. Silence can be mistaken by your friends as approval to sexist or violent behaviors.
• Report any incident as soon as possible. If you see someone in trouble at a party, don’t be afraid to intervene. It’s easy to use your cell phone to notify campus authorities, the police or someone who you know could stop it.

Remember:
• You have the right to set limits. Be aware of gender stereotypes such as “being assertive is not feminine” or “it’s macho to score.” These attitudes get in the way of honest relationships.
• Communicate your limits clearly and verbally.
• Trust your instincts. If a situation doesn’t feel right, get away from it.
• Listen to what your partner is saying. Don’t make assumptions.
• Speak up when others joke or talk about their sexual conquests. Let others know where you stand.
• Remember, drugs and alcohol decrease your ability to take care of yourself and make decisions.

Plan ahead:
• First date or blind date? Check your date out with friends. Go to a public place and go with friends.
• Don’t leave a party, concert, or bar with someone you just met or don’t know well.
• Be wary of behavior that makes you feel uncomfortable. If it persists, leave.
• Stand up for yourself. If someone is pressuring you, make it clear that you don’t like it.

If you are sexually assaulted, contact the local police department, or a campus official. Whether committed by a stranger or someone you know, sexual assault is a violation of your body and your trust. Remember, it is never your fault. And, there are people at WNCC who can help.

If you are assaulted:
• Don’t shower, wash, douche or change your clothes, even though that may be your immediate reaction. If you choose to press charges, evidence may still exist if you don’t wash.
• Seek medical attention. You may have internal injuries, and you shouldn’t live with the fear of STDs, AIDS or an unwanted pregnancy.
• Trained medical staff may also assist you in contacting experienced sexual assault response team members who can help you file a police report, collect and preserve evidence, and provide victim assistance and rape crisis advocacy services.
• Get counseling to help you deal with your feelings.
If someone you know is raped:
• Believe—tell them you believe what they are saying and you are there to support them.
• Empower—support your friend, don’t tell them what to do. Next steps have to be their decision.
• Connect—talk about the WNCC and community resources that can help.

Reporting an Incident
Western Nebraska Community College encourages any member of the WNCC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If an WNCC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, stalking or any form of sexual misconduct, they should immediately report the incident to the College’s Dean of Students or Designate, and Title IX Coordinator, Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, (308) 635-6105 or groshans@wncc.edu or to any of the following Title IX deputies on each WNCC campus:

Alliance: Ellen Dillon, Assistant Dean of Instruction, 1750 Sweetwater Avenue, Alliance, NE 69301, (308) 763-2006, dillone@wncc.net or Robyn Iossi, Assistant Campus Director and Student Services Coordinator, 1750 Sweetwater Avenue, Alliance, NE 69301, (308) 635-2001, iossir@wncc.edu.

Scottsbluff: Susan K. Yowell, J.D., Vice President of Student Services, 1601 East 27th Street, Scottsbluff, NE 69363, (308) 635-6104, yowells@wncc.edu or Dr. Michael Houdyshell, Dean of Students, 1601 East 27th Street, Scottsbluff, NE 69361, (308) 635-6123, houdyshe@wncc.edu.

Sidney: Paula Abbott, Campus Director, 371 College Drive, Sidney, NE 69162, (308) 254-7404, abbottp@wncc.edu or Jeffrey Summitt, Student Services Coordinator, 317 College Drive, Sidney, NE 69162, (308) 254-7441, summittj@wncc.edu.

The Title IX Coordinator or designate will assist all members of the WNCC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. WNCC can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police. Contact information for local law enforcement agencies in WNCC campus communities are as follows:

ALLIANCE: Alliance Police Department, 512 Niobrara, P.O. Box D, Alliance, NE 69301, (308) 763-4955.

SCOTTSBLUFF: Scottsbluff Police Department, 1801 Avenue B, Scottsbluff, NE 69361, (308) 630-6261 during Business Hours M-F 7am-4pm; (308) 632-7176 after Business Hours.

SIDNEY: Sidney Police Department, 1715 Illinois Street, Sidney, NE 69162, (308) 254-5515.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the College’s Dean of Students or Designee, Title IX Coordinator, Mr. David Groshans, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, (308) 635-6105 or groshans@wncc.edu.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources, Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, (308) 635-6105 or groshans@wncc.edu
These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Western Nebraska Community College.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

**Written Notification of Right and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

A. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
B. Seek confidential counseling, mental health and available advocacy services;
C. Report the incident to law enforcement;
D. Seek a criminal complaint for threats, assault and battery, or other related offenses;
E. Go to court, and to file a Petition and Affidavit requesting a Domestic or Harassment Protection Order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
F. File a complaint with the College; and
G. Options, rights and resources if the choice is made to pursue a complaint.

**Procedures Survivors Should Follow:**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, text messages, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.
On Campus and Off Campus Resources

Western Nebraska Community College, the City of Scottsbluff, the City of Alliance, and the City of Sidney, all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following WNCC employees and on campus offices can assist members of the WNCC community in considering their options and navigating through any resources or recourse they may elect to pursue.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or WNCC in order to access the following resources:

**WNCC Counseling Center**
(308) 635-6090

**Panhandle Mental Health Center**
Alliance (308)762-2545, Scottsbluff (308) 635-3171, Sidney (308) 254-2649

**The DOVES Program**
(308) 436-HELP (4357)
(866) 95-DOVES (866-953-6837) (24-hour Crisis Line)
(877)-215-0167 (Español)
2035 10th Street
Gering, NE 69341

**Accommodations**

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, Western Nebraska Community College is committed to providing them as safe a learning or working environment as possible. Upon request, WNCC will make any reasonably available accommodation to a survivor’s academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the WNCC community, the College’s Title IX Coordinator or Dean of Students may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Title IX Coordinator Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, (308) 635-6105 or groshans@wncc.edu ) or the Dean of Students’ office, Dr. Michael Houdyshell, Dean of Students, (308) 635-6123) for assistance, and employees may contact the Office of Human Resources, Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, (308) 635-6105 or groshans@wncc.edu) for assistance.

The College’s Title IX Officer or designate will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor’s household, building, school, college, or workplace.

Western Nebraska Community College is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property as well as properties immediately adjacent to WNCC. Therefore, if any member of the WNCC community obtains an order of protection or restraining order,
he or she should promptly inform WNCC and provide the College’s Title IX Officer with a copy of that order, so that the College can enforce it. Western Nebraska Community College is also committed to protecting survivors from any further harm, and if WNCC determines that an individual’s presence on campus poses a danger to one or more members of the College community, WNCC can issue an institutional No Trespass Order barring that individual from WNCC property.

**Survivor Confidentiality**

Western Nebraska Community College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College’s need to protect the safety of the community. Different WNCC officials and personnel are able to offer varying levels of privacy protections to survivors.

WNCC requires all College employees, with the exception of licensed mental health counselors who work at the College’s Counseling Center to share with the College’s Title IX Coordinator (Dave Groshans) information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor’s choice whether he or she wishes to participate in the investigation; however the College may proceed with an investigation without the survivor’s participation if there is a concern for the safety of other members of the community.

Reports made to the WNCC will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor’s anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with WNCC’s Title IX Coordinator or other College officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling WNCC’s obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor’s choice whether to participate in the investigation; however the College may proceed with the investigation without the survivor’s participation if there is a potential threat to other members of the community.

A survivor’s ability to speak in confidence and with confidentiality may be essential to his or her recovery. Western Nebraska Community College thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy. Failure by any WNCC employee to maintain privacy in accordance with College policy will be grounds for discipline.

While federal law requires WNCC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.
Procedures for Sexual Misconduct Complaints

Overview:

Western Nebraska Community College strictly prohibits all acts of sexual misconduct including sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by WNCC once the College has notice that sexual misconduct has occurred.

When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures and/or other accommodations prior to the resolution of the complaint. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual’s work or class schedule or a student’s on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

WNCC will investigate reported allegations of sexual misconduct and may take appropriate remedial action even if the person allegedly subject to misconduct or the Complainant does not wish to pursue a formal complaint. Sexual misconduct by or against a student may be investigated by the College whether it is alleged to have been committed on or off campus.

Complaints:

Any person can complain of sexual misconduct against or by a student. Complaints of sexual misconduct may be made using the College’s Sexual Misconduct Procedures at the same time criminal investigations or complaints are pursued by law enforcement or the County Attorney’s Office. Internal investigations conducted by WNCC and/or College disciplinary proceedings are independent of any criminal investigation or court case. The College may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same allegation, and even if criminal charges have been reduced or dismissed by the County Attorney.

Complaints of sexual misconduct against a student by a student should be made to the College’s Dean of Student or Designee, Title IX Coordinator or Title IX designate. Sexual misconduct complaints by or against employees should be made to the Vice President of Human Resources. WNCC’s Title IX Coordinator will oversee all investigations of allegations of sexual misconduct.

Notice and Options:

Upon receipt of a complaint of sexual misconduct, the Dean of Students or designee should proceed under the following guidelines:

Upon receipt of a sexual misconduct complaint or report, WNCC will provide the Complainant a written notice describing the options of pursuing a criminal complaint with law enforcement and/or using the College’s investigation and disciplinary processes. The Complainant may go forward with one or both options at the same time, but the College’s investigation will proceed unless needed / temporary delays are necessitated by an ongoing criminal investigation.

The Complainant must state in writing if he or she wishes to pursue a complaint. If he or she does not wish to pursue the complaint and/or makes a request that his or her identity remain anonymous, the Dean of Students or
designee will make note of that request in the report. Whether or not the Complainant wishes to pursue a formal complaint, the College is still required to investigate reports of sexual misconduct. The Complainant must be informed of the College’s obligation to investigate and that requests to maintain anonymity cannot be guaranteed.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

**Investigation:**

When a student is accused of any violation of the sexual misconduct policy, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the Investigator (Dean of Students or Designate or designee/trained deputy) shall conduct an investigation to determine (1) if a violation may have in fact occurred and (2) if so, what an appropriate sanction(s) might be, and (3) if a violation(s) and sanction(s) can be administratively resolved by mutual consent of the parties involved. The investigation will be decided using a preponderance of evidence standard. In other words, the evidence must show that it is more likely than not that the alleged misconduct occurred.

Investigations into allegations of sexual misconduct should be concluded within sixty (60) calendar days of the College’s receipt of said report unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required to conclude the process.

When the Investigator completes an investigation, both the complainant and the respondent shall simultaneously be informed in writing within seven (7) business days of the outcome of the investigation and any sanction(s) imposed. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final.

**Appeal:**

An appeal (unacceptance) of the decision of the Investigator may be made in writing to the Dean of Students no more than five (5) working days, excluding weekends or holidays, after the written decision by the Investigator is received. The Dean of Students shall then convene a hearing of the College Student Conduct Board.

**Composition of College Student Conduct Board:**

There shall exist one College Student Conduct Board to hear all appeals of the Sexual Misconduct Policy. Committee membership shall be composed of the following members of the College Community: Dean of Instruction, or designee, Dean of Students, or designee, and Student Body President, or designee. The Investigator shall serve as the Chairperson and non-voting member of the Student Conduct Board.
Chairperson of the College Student Conduct Board:

It is the duty of the Dean of Students to preside as Chairperson of all meetings of the Student Conduct Board. The Chairperson shall answer any questions concerning the interpretation of the Sexual Misconduct Policy which he/she deems advisable, applicable, and practical during the course of the hearing. The Chairperson shall have the authority to remove any person from the hearing who is disruptive. The Chairperson shall reserve the right to suspend and reconvene a hearing for any compelling reason as deemed appropriate by him/her and the Student Conduct Board. The Chairperson shall have the right to seek advice and assistance from College legal counsel and adopt any special procedures, as needed, provided these procedures are consistent with the Sexual Misconduct Policy and provided that these special procedures are fully explained to all persons immediately concerned in the hearing.

Notification Process:

The respondent and the complainant shall be notified in writing of the date of the College Student Conduct Board hearing. The hearing shall not be less than five (5) nor more than fifteen (15) work days after an appeal has been filed with the Dean of Students.

Pre-Hearing Procedures:

The parties to an appeal shall provide the following to the Chairperson of the Student Conduct Board at least two (2) days prior to the hearing:

a) Names, addresses and phone numbers of all witnesses;
b) Names, addresses and phone numbers of the two (2) observers;
c) Name, address, phone number and status of the individual selected to serve as an advisor;
d) Original supporting documentation: pertinent records, exhibits, etc.
e) The Chairperson shall then make available to the respondent and the complainant the list of witnesses, allowed visitors, selected advisor, and documentation.

Student Conduct Board Hearing Procedures:

Hearings shall be conducted by the Investigator and the Student Conduct Board according to the following guidelines:

1. Hearings shall be conducted in private. Those in attendance shall include the Investigator who serves as non-voting Chairperson, the Student Conduct Board members, the respondent and her/his selected advisor, and the complainant and her/his selected advisor. Both the respondent and complainant also may have up to two (2) observers present during the hearing. The observers shall not have the privilege of participating in the hearing.

2. The Student Conduct Board may accommodate concerns for personal well-being and/or fears of personal safety of the complainant, respondent and/or other witnesses at the hearing through seating arrangements, participation by video conferencing or other means determined by the Chairperson to be appropriate as long as the ability for cross-examination of witnesses and a fair and impartial hearing is preserved.

3. The respondent and the complainant have the right to be assisted by any advisor, one (1), they choose at their own expense. The advisor may be an attorney. The respondent and the
complainant are responsible for speaking on their own behalf. Advisors are not permitted to speak or to participate directly in any hearing before the College Student Conduct Board. An appropriate advisor would be someone with sufficient knowledge of the WNCC Student Conduct process to be able to effectively assist the respondent and complainant through the hearing.

4. Pertinent records, documentation, exhibits, and written statements from the respondent and the complainant may be accepted as evidence for consideration by the Student Conduct Board at the determination of the Dean of Students or designee. These materials must be submitted to the Dean of Students or designee in their original or hard copy form.

5. The respondent and the complainant shall have the privilege of presenting witnesses whose testimony is directly pertinent to the issues at hand, as determined in advance by the Chairperson. Witnesses may not serve as observers or advisors. The number of witnesses allowed by each person will be negotiated with the parties by the Chairperson. Witnesses will not be present in the hearing room during the hearing until such time as they are called in to testify. Witnesses will wait outside the hearing room and will be called in one by one. After the Student Conduct Board, the respondent, and the complainant have concluded the questioning of the witness, the witness will be excused from the room.

6. In hearings involving more than one respondent or complainant, the Chairperson, in her/his discretion, may permit the hearings to be conducted either jointly or separately.

7. All procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board (i.e. the Investigator).

**Hearing Protocol:**

1. The Chairperson will state the date and time, and identify the particular hearing.

2. The Chairperson will confirm if all who have received notice of the hearing are present.

3. The Chairperson will explain the confidential nature of the meeting and that no materials distributed are to be taken from the room, and that there should be no discussion about the proceeding outside of the hearing.

4. The Chairperson will state the purpose of the hearing and read the allegation to the Student Conduct Board.

5. The Chairperson will identify the respondent(s).

6. The Chairperson will explain the fundamental rights of the respondent. The following shall be included in the fundamental rights: (a) right to timely notification process; (b) right to have two (2) observers and one (1) advisor present under the terms and conditions set forth above; (c) right to introduce evidence and ask questions of all persons who appear for or against her/him in any proceedings of the Student Conduct Board, and (d) right to a fair hearing and opportunity to present a response to the allegations.
7. If the complainant or respondent, with notice, does not appear for a scheduled Student Conduct Board hearing, after having received written notice of said hearing, the information concerning the allegation shall be presented and considered even if said person is not present.

8. The Chairperson shall present the evidence of the case to the Student Conduct Board and will ask the respondent if she/he admits the charges.

9. The complainant(s) is (are) identified and asked questions by the Chairperson to present the relevant issues regarding her/his side of the case. This is to be done in the presence of the respondent unless safety measures are utilized which still preserve the right to cross-examination and a fair hearing.

10. The Student Conduct Board and the respondent will be given the opportunity to ask questions of the complainant. Questions will be addressed through the Chairperson.

11. The Chairperson will ask questions of the respondent to present the relevant issues regarding her/his side of the case.

12. The Student Conduct Board and the complainant will be given the opportunity to ask questions of the respondent. Questions will be addressed through the Chairperson.

13. The Chairperson will call the witnesses one at a time to testify. Witnesses will not be present in the hearing room during the hearing until such time as they are called in to testify. Witnesses will wait outside the hearing room and will be called in one by one. After the Student Conduct Board, the respondent, and the complainant have concluded the questioning of the witness, the witness will be excused from the room.

14. The Student Conduct Board, the respondent, and the complainant will be given the opportunity to question the witnesses.

15. The Chairperson shall give the respondent and the complainant the opportunity to make a final statement.

16. The Chairperson will give the deliberation directions to the Student Conduct Board.

17. The Student Conduct Board shall then meet in closed session and determine (by majority vote) whether the respondent has violated the Sexual Misconduct Policy. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the respondent has violated the Sexual Misconduct Policy and whether the sanction imposed was reasonable and appropriate for the violation.

18. All proceedings of the hearing are taped by the Dean of Students, with the exception of the Student Conduct Board's private deliberation.

19. The Student Conduct Board shall prepare written findings to support the Board’s determination. These shall include:

   a) Concise statements of each factual finding;
   b) Brief explanations of whether factual findings justify a conclusion that the conduct violated the Sexual Misconduct Policy;
c) Recommendations concerning appropriate sanctions;
d) A copy of these findings shall be presented to the Dean of Students, and mailed to the complainant and the respondent within five (5) working days of the determination.

20. The determination of the Student Conduct Board is final unless newly discovered information regarding the accusation is presented to the Vice President of Student Services. If the Vice President of Student Services determines that the newly discovered information is sufficiently material, relevant and credible that a new hearing would probably result in a different determination, the matter shall be referred back to the Student Conduct Board for further hearing. The decision of the Vice President of Student Services on issues of newly discovered evidence shall be final.

Sanctions:

The following sanctions may be imposed upon any student found to be in violation of Western Nebraska Community College’s Sexual Misconduct Policy:

1) Warning: A formal, written notice that the student is violating, or has violated, one or more College rules and regulations and that a continuance of the misconduct may lead to additional disciplinary action.

2) Loss of Privileges: Denial of specified privileges for a designated period of time.

3) Discretionary Sanctions: As needed to maintain a healthy and safe educational and work environment for students, visitors, faculty and staff and WNCC.

4) Disciplinary Probation: A written plan addressing a student’s violations of the Student Code of Conduct and posted WNCC rules. Probation shall include specified conduct guidelines for a designated period of time.

5) On campus housing relocation: Moving a student from one room to another and/or from one campus residence hall to another.

6) On campus housing suspension: Separation of the student from on campus housing for a specified period of time, after which the student is eligible to return. Conditions of reentry may be specified.

7) On campus housing expulsion: Permanent removal of a student from any and all on-campus housing options. The student so removed may not re-enter the residence halls, under any conditions, even as a visitor.

8) College Suspension: Separation of the student from the College for a definite period of time, after which the student may be eligible for return, contingent upon meeting specified conditions for readmittance.

9) College Expulsion: Permanent separation of the student from Western Nebraska Community College without the possibility of re-admission.

One or more of the sanctions listed above may be imposed by the College for any single violation of the College’s Sexual Misconduct Policy.

For additional information about student conduct proceedings please consult the Student Handbook on the Student Life section of the website.
For additional information about employee conduct please consult the WNCC Faculty and Staff Handbook on the Faculty & Staff section of the website.

**INTERIM SAFETY / PROTECTIVE / REMEDIAL MEASURES**

No contact directives shall be issued in writing to persons involved in any alleged violations of the College’s Sexual Misconduct Policy.

Students who have been subjected to sexual misconduct have access to other available College assistance in modifying or changing academic and living situations after an alleged incident.

Accommodations may include, but are not limited to the following:

1. Counseling and mental health services;
2. Changes with on-campus housing;
3. Assistance for relocation;
4. Assistance in ending a College housing contract and/or adjusting a student account balance for refund;
5. Rescheduling assignments, papers, quizzes or examinations;
6. Options for taking an incomplete in a class;
7. Transfer options between class sections;
8. Temporary withdrawal from the College;
9. Alternative course completion options; and
10. Arranging to take a course or courses via distance education / technology methods.

**RETAIATION**

The College’s commitment to eradication of any sort sexual misconduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have any adverse impact on the student’s academic success or the learning environment of the student if such action is taken because of the student’s filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid; or taking any action which may have any adverse impact on the employment status of the work environment of the employee, if the action is taken because of the employee’s filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid.

The complainant is assured that retaliation due to filing a complaint under the procedures addressing sexual misconduct is strictly prohibited by law and by college policy, and shall lead to discipline up to and including termination and expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein. It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of sexual misconduct or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated by the College.