

2024 Annual Security & Fire Safety Report

Covering statistics from 2021-2023 and policies for academic year 2023-2024

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Department of Campus Safety & Security
Department of Clery Compliance



MAIN CAMPUS and CODY CAMPUS



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INTRODUCTION

Campus crime, arrest and referral statistics contained in this report include those reported to the City of Powell Police Department, the Cody Police Department, the Park County Sheriff's Office, other law enforcement agencies, the Northwest College Department of Campus Safety & Security, and designated "campus security authorities" (CSA's) as defined under the Clery Act and are compiled by the Northwest College Department of Campus Safety & Security. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Statistics are provided for crimes specified under the Clery Act as referenced in the Crime Statistics sections of this report.

As required by federal law, this report is generally published by October 1 each year and is available by visiting <https://www.nwc.edu/safety> Hard copies may be obtained at the Northwest College Department of Campus Safety & Security. Crime and fire logs are available on the Campus Safety & Security webpage under the "Campus Crime Log" link. Only the Main Campus has security and on-campus student housing and are therefore required to maintain fire and crime logs.

Northwest College is an equal opportunity educational institution/employer and operates without regard to race, sex, color, age, religion, national origin, disability, protected veteran status, sexual orientation, gender identity, or gender expression.



QUICK REFERENCE FOR ON-CAMPUS AND OFF-CAMPUS RESOURCES

On-Campus Resources:

- Title IX Coordinator, Northwest College 231 W 6th Street, Powell WY 82435 Title9@nwc.edu, ORB 119 307.754-6169
- Vice President for Student Services. ORB 100 307.754.6102
- Student Success Center Counseling, ORB 101 307.754.6135
- Director of Residence and Campus Life (Housing) 307.754.6412
- Campus Security, YB 151 Day 307.754.6067
- Night 307.202.0605

Off-Campus Resources:

EMERGENCY CALL 911

Powell

- Powell Police Department, 250 N. Clark St. Powell 307.754.2212
- Crisis Intervention Services
 - 24-Hour Crisis Hotline 877.864.9688
 - Other calls 307.754.3737
- Powell Valley Hospital, 777 Ave H, Powell
 - Emergency Room 307.754.1175
 - Other Calls 307.754.2267
- Northwest Family Planning, 246 N. Hamilton, Powell 307-754.5023

Cody

- Cody Police Department, 1402 River View Dr., Cody 307.527.8700
- Crisis Intervention Services
 - 24-Hour Crisis Hotline 877.864.9688
 - Other Calls 307.587.3545
- West Park Hospital, 707 Sheridan Ave, Cody
 - All calls 307.527.7501

Lovell

- Lovell Police Department 307.548.2215
- North Big Horn Hospital, 1115 Lane 12, Lovell WY 82431
 - All calls 307.548.5200

Worland

- Worland Police Department 307.347.4253
- Washakie Medical Center, 400 S 15th St., Worland WY 82401 307-347-3221

SEPARATE CAMPUSES

Northwest College has identified two separate campuses which included the Main Campus located in Powell, Wyoming, and a second campus; identified as the Cody Campus located in Cody, Wyoming. All policies, procedures and programs described in this report apply to both campuses unless otherwise indicated.

CAMPUS SAFETY & SECURITY DEPARTMENT

PURPOSE AND TRAINING

Northwest College is a non-sworn, non-law enforcement department with no powers of arrest. The Safety & Security Department operates only on Northwest College property in Powell and upholds the policies and procedures set forth by the Northwest College Board of Trustees. The NWC Safety & Security Department consists of one Security Manager, one Security Technician, one part-time campus security assistant, and one security temporary assistant providing daily patrol of the Main campus, as well as student workers to provide a security presence in several campus areas for special events and programs.

All members of the Security Department maintain CPR and AED training.

CONTACT INFORMATION

CAMPUS SAFETY & SECURITY
Yellowstone Building, Room 151
Powell, WY 82435

PHONE

307-754-6067

For emergencies call 911

EMAIL

campus.security@nwc.edu

Authority, Jurisdiction and Working Relationship with State and Local Law Enforcement

Northwest College maintains a close working relationship with the Powell and Cody Police Department, which is outlined in a *Memorandum of Understanding* (MOU) with the City of Powell / Powell Department, and includes subjects such as enforcement of crime, information sharing, and crime prevention and educational programming. The Park County Sheriff's Department also has jurisdiction over a few of our outlying buildings. All State law enforcement agencies have access to the campus for patrolling as well as completion of their duties that may involve individuals on our campus.

Monitoring and Recording of Student Activities

While Northwest College does not have any off-campus student organizations, it does have written into its MOU with the Powell Police Department, that student criminal activity off campus may be shared with Northwest College security and depending on the criminal activity. The college's policy may allow for Northwest College to also investigate and act on the information shared from any State law enforcement agency. The College also monitors law enforcement police bulletins to identify alleged college student criminal behavior. The primary purpose of this is to maintain as accurate a picture of the student as possible to assist those students who may need assistance in re-engaging in their educational opportunities and achieving their potential while at Northwest College.

REPORTING A CRIME, EMERGENCY OR SUSPICIOUS ACTIVITY

Northwest College encourages the prompt and accurate reporting of any and all circumstances by anyone who feels the situation is a potential danger or concern to them or the safety of the campus community in general. The College feels that it is everyone's responsibility to engage in keeping the campus safe, and all reports will be evaluated for the proper response in terms of the safety of the individual and campus community as well as determining what follow-up actions are required. It is only through everyone's involvement and participation in security that Northwest College can be as safe as possible.

Reporting to Law Enforcement and Northwest College

Members of the Northwest College community (students, faculty, staff, contractors, and visitors) are encouraged to report all crimes and public safety-related incidents promptly and accurately to their respective local law enforcement agency and Northwest College Campus Safety and Security

To maximize safety on campus, the college strongly encourages anyone with knowledge about any crime (whether as a witness or as a victim) to make a report to the appropriate law enforcement agency, in person or by telephone, when the victim elects to make such a report or is unable to make a report on their own. Reporting does not mean you must take legal action; however, it may help law enforcement stop further incidents, as well as help keep the community informed about criminal activity. Northwest College Campus Safety & Security will assist in determining the agency of jurisdiction and making the connection to that agency, if necessary. The Powell Police Department (307-754-2212) has jurisdiction over Northwest College's main campus as well as Trapper West apartments. The Cody Police Department (307-527-8700) has jurisdiction over Northwest College's Cody campus. The Park County Sheriff's office (307-754-8700) has jurisdiction over the Physical Plant, Equine Center, Paul Stock Ag Pavilion, Northwest College's Field Camp and Trapper Arena. To make a report by telephone anywhere in the U.S. dial 911 for emergencies or crimes in progress.

Incident reports only to Northwest College can be filed using the report form found on the Portal Page under the Security tab and by accessing the [NWC Cares](#) link at the bottom of any Northwest College webpage. Emails can be sent to campussecurity@NWC.edu as well. You can contact Campus Security by calling 307-754-6067 during the day, 307-202-0605 at night.

A criminal investigation into the matter does not preclude Northwest College from conducting its own investigation. It should be known that a report to law enforcement may delay the college's investigation if a report is also made to the college. Northwest College may not wait until the law enforcement officers have completed their investigation before providing necessary assistance to the Complainant or the Respondent. The College and law enforcement may coordinate their investigatory protocol to determine the best outcome for all concerned. Neither a criminal investigation, nor the result of a criminal investigation, is determinative of whether a policy violation occurred under college policy.

Reporting to Northwest College Campus Security Authorities

Campus security authorities are defined by the Clery Act as all police officers assigned to or responding to College Clery geography; Northwest College Campus Safety & Security personnel; other individuals who have responsibility for campus security, but who do not work for the Campus Safety & Security (including contracted security providers); or officials who have significant responsibility for student and campus activities outside of the classroom. The Northwest College Department of Campus Safety & Security maintains a list of all campus security authorities and the training they receive.

The Northwest College Campus Safety & Security department collects crime reports from the identified campus security authorities, which typically include (but are not limited to) advisors to student organizations and certain staff from the following units: Campus Safety & Security (all staff), Powell and Cody Police Division (officers assigned to or responding to college Clery geography), Athletics (directors/ coaches/ assistant coaches), Student Affairs (Residential Housing RA's & RD's and Student Success Center), Student Conduct, Campus Recreation, Title IX (coordinators and investigators), International Programs and separate campus administrators.

After following the crime and emergency reporting requirements outlined above, campus security authorities are required to promptly notify the Department of Campus Safety & Security of all crimes reported to them to have occurred on Clery geography by calling the department's on-call supervisor at 307-754-6067. The on-call supervisor will gather information to conduct an immediate timely warning assessment and will direct the campus security authority on how to complete and submit the crime reporting form on-line. Each of these reports is reviewed by Department of Campus Safety & Security personnel to assess whether it meets reporting requirements under the Clery Act (including timely warning notification and annual statistical disclosure) and to avoid duplicate reporting where possible. Incident reports can also be filed using the report form found on the Portal Page under the Security tab and by accessing the [NWC Cares](#). Emails can be sent to campussecurity@NWC.edu as well. You can contact Campus Security by calling 307.754.6067 during the day, 307.202.0605 at night.

Reporting Sexual Misconduct to Title IX

If an individual wants to make an official report of an act of sexual misconduct at Northwest College, they can file a report with Laura L. Gwinn, the College Title IX Coordinator at Northwest College 231 W. 6th Street Powell, WY 82435, email: title9@nwc.edu, phone:307.754.6159. The report does not have to be made by the individual subjected to the misconduct. A report may be made in person, electronically or by a written letter (paper). Individuals may choose not to report sexual misconduct to campus officials. NWC respects and supports the individual's decision with respect to reporting

however, if information about sexual misconduct comes to the attention of NWC, the college may (1) start an investigation if the Title IX Coordinator files the complaint and/or (2) notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware. No member of the Northwest College community may discourage an individual from reporting alleged incidents of sexual misconduct.

Northwest College is required to report, investigate, and report statistics of sexual misconduct (including sexual assault/violence) under Title IX, the Clery Act, the SaVE Act and the Violence Against Women Act. Reporting such acts indicates transparency in recognizing the extent of sexual misconduct on campus and provides a basis for addressing issues of sexual misconduct in a corrective and constructive manner to prevent recurrences.

Voluntary or Anonymous Reporting

While Northwest College has no policies related to voluntary or anonymous reporting of crime, if you are a victim of a crime or feel you are unsafe, NWC encourages you to report the incident so that you can take full advantage of your constitutional and educational rights and access all resources available to bring closure to the situation and give you the ability to achieve your full educational potential. Depending on the circumstances of the situation, you may be able to report the information anonymously. If circumstances are such that anonymity is not able to be maintained, every effort will be made to inform the person of this prior to the report being made. Anonymous reports will still be dealt with in a serious manner, will be brought to the best resolution possible while trying to maintain the anonymity, and will count toward the collection of data, when applicable, for the purposes of this document.

Confidential Reporting

Northwest College allows for the confidential reporting of crimes to its confidential advisors. The college's only confidential advisors are its licensed professional counselors. It is the college's policy to keep all such reports confidential except where the college or the confidential advisor may be required to disclose the report under state or federal laws, and every effort will be made to make the confidential reporter aware of required reporting when possible. All such reports will be used in the collection of data, when applicable, for the purposes of this document.

Retaliation

No College administrator, employee, or agent shall retaliate, intimidate, threaten, coerce, seek retribution, or otherwise discriminate against any person for exercising their rights or responsibilities under any provision of the Clery Act.

The college's Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking, found in [Appendix A](#), prohibits retaliation.

Retaliation means to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the Policy on Sexual harassment, Sexual Assault, Dating and Domestic Violence, and Stalking, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Northwest College policy on Human Resources can be found at <https://area10.nwc.edu/Policies/Viewer/ViewPolicy?rowId=19>

It protects employees from retaliatory discharge if in good faith they report or attempt to report illegal activities. Employees are also protected from other forms of retaliation for reporting or seeking guidance regarding potential or actual criminal conduct.

TIMELY WARNINGS (SAFETY NOTICES)

PURPOSE AND PROCEDURES

The purpose of timely warnings (generally called Campus Safety Notices) is to alert the campus community of any identified incidents that may pose a serious or ongoing threat so that individuals may take steps to protect themselves and property from similar incidents.

If Northwest College Department of Campus Safety & Security, campus security authorities, or local law enforcement receive information that meets the criteria outlined in this section and it is determined to represent a serious or ongoing threat to students or employees, then the Clery Coordinator and Campus Security will, preferably after consultation with the Northwest College President, issue a timely warning. Such warnings will be provided to the entire campus community in a manner that is timely, as soon as pertinent information is available and that withholds the names of victims as confidential. Timely warnings will include pertinent information about the crime that triggered the warning and information that promotes safety and aids in the prevention of similar crimes. Resources and reporting options may also be included in timely warnings.

Information to consider included in timely warnings: what the threat is, where the threat is or may be occurring, what steps are being taken by Northwest College, information to assist readers on how to protect themselves or property, and educational statement(s) about the crime or significant event. Timely Warnings may be issued to each separate campus through one or more of the following means: NWC portal (MyNWC), NWC web-site, NWC RAVE (campus text message, email and telephone system), NWC Big Voice, Telephone PA system, postings on campus, news releases, campus media, the campus mail system, person to person contact, or any other method that seems appropriate to disseminate the information appropriately in a timely manner.

TIMELY WARNINGS FOR CLASSIFIED CRIMES

Timely warnings are usually distributed for the following crime classifications when they are determined to pose a serious or ongoing threat to the campus community within each campus' Clery geography (on campus; in certain off-campus buildings and property owned or controlled by the college and used by students; and on public property within or immediately adjacent to and accessible from the campus):

- Murder/non-negligent manslaughter.
- Sexual assault (considered on a case-by-case basis depending on the facts of the case, when the incident occurred, when it was reported, and the amount of information known);
- Robbery, involving force or violence (cases involving pick pocketing and purse snatching are classified as larceny in the Uniform Crime Reporting system and will typically not result in the issuance of a timely warning, but will be assessed on a case-by-case basis);
- Aggravated assault (cases involving assaults, such as two students fighting, which result in aggravated injury, will be evaluated on a case-by-case basis to determine if there is an ongoing threat to the campus community);
- Major incidents of arson.

- Other crimes as determined necessary by the Security director of Campus Safety & Security and the Clery Coordinator.

Northwest College is not required to issue a Timely Warning with respect to crimes reported to a professional counselor.

Anyone with information warranting a timely warning should report the circumstances to NWC Security at 307-754-6067, email – campussecurity@nwc.edu, or by going to the NWC Security Office located in the Yellowstone Building, room 151. If no one is available, contact the VP for Student Services at 307-754-6102. 307-202-0605.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Clery Act requires the college to have and disclose the following emergency response and evacuation procedures, which the college will follow in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on our campus.

Emergency guidelines provide a framework for campus community members during emergency events. Since all emergencies are unique in nature, these guidelines are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Their flexibility also makes them largely applicable to all campuses. More specific guidelines for specific campus facilities are available in building- and facility-specific emergency plans created and managed by Campus Safety & Security.

Emergency guidelines are available from the Campus Safety & Security department in an [Emergency Response Guide](#) (ERG) to aid employees and students to properly respond to emergency situations in a manner that supports life safety as well as assists Northwest College in effectively managing an emergency should one arise. ERGs are distributed and reviewed with all NWC employees, and many first-year seminar classes devote time to educating students on the ERG's and discussing the importance of following prescribed responses by the students. ERGs are also placed in all classrooms and public building areas on campus for use by employees, students, and visitors.

Questions or suggestions regarding emergency guidelines and response on campus should be directed to the Campus Security Manager at campussafety@nwc.edu. Emergencies can be reported to Northwest College by calling 307-754-6311. This phone number simultaneously calls the NWC President, Vice Presidents, and Campus Security Manager who will take the report of the emergency and immediately start the process of verification, notification of the campus and key personnel, as well as initiating Incident Command for management of the incident. NWC may also receive information about incidents from local Law Enforcement Agencies or text message paging of local Emergency Response Agencies and will use this information to act accordingly.

Emergency Response

The Northwest College Department of Campus Safety & Security has primary responsibility for emergency management on all Northwest college properties. The College has an Emergency Operations Plan in place that defines the organizational structure for response to emergencies of a magnitude that would cause significant disruption to college operations. The plan identifies members of the Crisis Communication Team, which is responsible for managing the operational aspects of the college's

response to an emergency event.

In the event of any crisis situation (including, but not limited to: a fire, weather emergency, infectious disease outbreak, significant utility disruption, hazardous materials release, or campus violence incident) the appropriate members of the Crisis Management Team may, if needed, assemble to mitigate the consequences, promote the safety of the community, and provide for “continuity of business” for the college’s educational, and outreach missions.

Upon learning about and verifying the existence of a significant event or emergency situation, a Trapper Alert will be initiated without delay, using at least one of the systems, by a member of the Crisis Communication Team. Initial messages have been prerecorded to aid in the speed of delivery and generally identify the situation and any immediate steps to follow. While Trapper Alerts can be selective in their distribution, the initial message will generally be sent to all subscribers as a means of expediency. Subsequent information and instructions may be sent through Trapper Alerts, posted on NWC’s [home page](#), Facebook page, or Twitter feed and will have more specifics on the incident and necessary actions that are needed by the community as the information is obtained and verified. These subsequent messages will generally originate out of the Incident Command structure, will most likely involve information from other agencies, and will be released through the assistance of the Crisis Communication team.

Evacuation Procedure

Emergency response and building evacuation procedures are included in building-specific emergency response plans in the [Emergency Response Guide](#).

When deciding whether to conduct an evacuation of a significant portion of or an entire campus, consideration will be made for the type of hazard or threat, credibility of the threat, area of campus in danger, and ability to contain the threat to a specified area of campus. The campus community may be notified to evacuate on foot or by vehicle, depending on the nature and timing of the threat, as well as other hazards that may impact the safety of persons evacuating.

Information about how the decision will be made and communicated for each separate campus can be found in the section specific to that campus. The method and direction of the evacuation route during a campus evacuation will depend on the nature and location of the emergency or disaster warranting the evacuation.

Once public safety officials decide it is safe to return, announcements will be made to return to normal operations.

Tests of Emergency Procedures

To ensure that Northwest College can effectively and efficiently manage an emergency event, and its employees can respond appropriately, NWC conducts a fire drill in each building at least once per academic year to practice basic evacuation and accountability procedures. These fire drills will have some level of prior notification through NWC email to staff, faculty, and students. In addition, NWC administration participates in at least one full scale drill, functional exercise, or tabletop exercise each year. These drills are always prescheduled with safety and operational briefing prior to the drill, as well as an e-mail sent to the campus community prior to the event. When possible, these are conducted in coordination with local emergency responders in an effort to increase communication efforts and efficiency of emergency operations. At the conclusion of each drill or exercise, participants will gather to debrief on the drill, discuss areas of deficiency, and identify ways to increase efficiency and effectiveness.

The Northwest College Department of Campus Safety & Security reviews and updates plans, and

documentation of the tests are maintained by Campus Safety & Security. Documentation for each test will include: a description of the exercise, date, time, and whether it was announced or unannounced.

Emergency Notifications System

The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus the college utilizes multiple methods to notify the campus community of emergency situations including the use of electronic and cellular communication

NWC has also implemented systems to notify the campus community, on each campus, in the event of an emergency. Trapper Alerts are a two-pronged system designed to provide multiple means of communicating with employees, students and visitors to the campus. The first system is the RAVE system, which uses text message, email, and voice messaging to disseminate information to subscribed users. All NWC employees and students are automatically enrolled, with the ability to “opt out” with the first use of the college portal page. The portal page can also be used to update phone numbers, if they change, as well as verify enrollment in the system. The second emergency notification system is Big Voice, a PA system that is located in academic buildings as well as a large outdoor speaker. Big Voice can be used in one building, a few buildings, or campus wide as the need arises

Tests of the components of the emergency notification systems are conducted and documented, via announced tests. Testing frequency varies depending on the mode of communication. All tests of components of the emergency notification system are clearly identified as test messages. Performance results are documented and maintained by the Department of Campus Safety & Security.

Emergency Updates

Pertinent follow-up information will be disseminated as soon as it is available. Updates and follow-up messages may be sent via any of the communication methods listed in each separate campus section. Members of the campus community and larger community may also monitor updates via local/national news media.

Full-Scale Exercise

Northwest College strives for preparedness and works to conduct a full-scale exercise annually to assist with the readiness of the college, its staff and students, and local emergency response organizations. A full-scale exercise was conducted on June 14, 2023, sponsored and primarily organized by the Park County Homeland Security Office (Jeff Martin, phone # 307-527-1860). The premise of the exercise was a response to an active shooter and mass casualty event, with an added consideration of a radiological device on campus requiring additional emergency response efforts. Government and external stakeholders involved in the exercise included:

- **Federal**: Bureau of Land Management, FEMA National Exercise Team
- **State**: WY DHS, WYNG 84th Civil Support Team, WYNG 960th Brigade Support Battalion, Montana NG 83rd Civil Support Team, Wyoming Air National Guard, Colorado Air National Guard 140th Fatality Search & Rescue Team, Wyoming Regional Emergency Response Teams 1 & 6

- Local: Park County Sheriff's Office, Park County Fire District 2, Park County Road and Bridge, Cody Police Department, Park County Search and Rescue, Park County Community Emergency Management Team, Big Horn Basin Healthcare Coalition, Park County Public Health, Park County IT, Park County Coroner's Office, Powell Police Department, Big Horn County Emergency Management, Big Horn County dispatch Center, Big Horn County Search and Rescue, Washakie County Emergency Management, Washakie County Dispatch Center, Hot Springs County Emergency Management, Cody Regional EMS, Powell Valley Healthcare EMS, Cody Regional Hospital, Powell Valley Hospital, Big Horn Basin HAMARES
- External Stakeholders: Northwest College, Groathouse Construction

All full-scale exercises are followed by an After Actions Review (AAR) attended by representatives of the involved entities. It is at these AAR's strengths and weaknesses are discussed and improvements are made to help in future response efforts to strengthen response.

MISSING STUDENT NOTIFICATION PROCEDURES

NWC takes student safety seriously. It is the [policy](#) of NWC to actively investigate any report of a missing student living on the Main campus on-campus housing as either a part-time or full-time student. The following policy and procedure have been established to assist in locating NWC students living in college owned on-campus housing, who based on the facts and circumstances known to the college, have been determined to be missing.

How to Report a Missing Student

If a member of the college community has reason to believe that a student residing in on-campus housing at any campus is missing, they should immediately notify local law enforcement at the number listed at the beginning of this report. Local law enforcement has primary responsibility for investigating reports of missing students residing in on-campus housing and will make an official determination as to whether a student is missing.

Identification of Emergency Contacts

All students living in on-campus housing (Ashley Hall, Colter Hall, Lewis and Clark Hall, Simpson Hall, Trapper Village Main Apartments and Trapper Village West Apartments) must identify and provide confidential contact information. Students must register this confidential contact information at the beginning of each semester by completing the **Emergency Notification Card** when checking their assigned residence hall or apartment. This policy will also be available online by going to the [Student Handbook](#). Each student will be responsible for keeping the confidential contact information updated and current. A student living in on-campus housing will not be considered missing if they have provided information about their intended whereabouts. A student living in on campus housing will not be considered missing if they are gone during recognized College holidays and/or breaks. The security of the contact information will be maintained by the Residence Life Office and may be shared with local law enforcement if requested.

Investigation of a Missing Student Report

A. Upon investigation, should local law enforcement determine that the student is missing, they will promptly notify the Northwest College Department of Campus Safety & Security. Once reported, the Vice President for Student Services (754.6102) will be notified immediately and will implement the

following steps:

- Notify the student's missing person confidential contact(s), if they have registered any;
- Notify the student's custodial parent or legal guardian, and any other designated contact person, if the missing student is under the age of 18 and is not an emancipated individual. Because the age of adulthood in Wyoming is 18, we choose to notify the parent or legal guardian of a missing student who is under the age of 18, which also meets the Clery Act requirement to notify the parent or legal guardian of a missing student under the age of 18.
- During this initial process, the Vice President for Student Services will notify NWC President and the other two (2) Vice Presidents. Upon notification from any entity that a student may be missing, NWC may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
- Through the Residence Life Office, the Resident Director (RD) or Resident Assistants (RA) may be asked to assist in physically locating the student by keying into the student's assigned room or apartment (following the procedures outlined in the housing and apartment guides) and talking with known associates.
- Security may search on campus public locations to find the student (library, dining hall, etc.).
- The Vice President for Student Services may issue an ID picture to assist in identifying the missing student.
- The Vice President for Student Services (or Vice President's designee) may try to contact known family, friends, or faculty/staff members for last sighting or additional contact information.
- Student Services or academic departments may be contacted to seek information on last sighting or other contact information.
- Campus security may access vehicle registration information for vehicle location and distribution to authorities.
- The Computing Services Department may be asked to look up e-mail logs for last login and use of NWC e-mail system.
- If there is any indication of foul play, the Campus Security Officer will notify the Powell Police Department, or the appropriate law enforcement agency for immediate assistance.
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DEFINITIONS: SEXUAL HARRASSMENT, SEXUAL ASSAULT, DATING & DOMESTIC VIOLENCE AND STALKING

Northwest College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. Sex-based discrimination includes all forms of sexual misconduct, including sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking. As a result, Northwest College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, Northwest College prohibits the offenses of sexual or gender-based harassment, sexual assault, domestic violence, dating violence, and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

For a complete copy of Northwest College's *Title IX Sexual Misconduct/Sexual Harassment Policy* see [Appendix A](#). The College's Title IX Coordinator, Laura Gwinn, can be contacted by calling 307-754-6159, by visiting her campus office at 199 ORB Building, or by emailing her at laura.gwinn@nwc.edu

Definitions & Offenses (VAWA, Clery Act and WY State Law)

There are numerous terms used by Northwest College in our policies. Some key definitions and offenses from Wyoming state law and the Clery Act, which are applicable to sexual assault, domestic violence, dating violence, and stalking, are listed below.

VAWA Terms Defined

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, in person or electronically when:

- **Employees:**
- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- **Students:**
- Is reasonably perceived as creating an intimidating or hostile work, learning, or living environment.
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from any educational program and/or activities.
- Is based on power differentials, the creation of a hostile environment, or retaliation.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party.

- a) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Dating Violence is not defined under Wyoming State Statutes.

Domestic Violence or Intimate Partner Violence: A felony or misdemeanor crime of violence committed in the following manner:

- a) By a current or former spouse or intimate partner of the reporting party;
- b) By a person with whom the reporting party shares a child in common;
- c) By a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse intimate partner;
- d) By a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- e) By any other person against an adult or youth reporting party who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Under Wyoming State Statute, domestic violence is divided between two statutes: Domestic Battery and Domestic Assault as defined below:

- a. **6-2-511 Domestic battery:** A household member is guilty of domestic battery if he knowingly or recklessly causes bodily injury to another household member by use of physical force.
- b. **6-2-510 Domestic assault:** A household member is guilty of domestic assault if, having the present ability to do so, he unlawfully attempts to cause bodily injury to another household member.

i. 35-21-102 (iv) Household member:

- a) Persons married to each other;
- b) Persons living with each other as if married;
- c) Persons formerly married to each other;
- d) Persons formerly living with each other as if married;
- e) Parents and their adult children;
- f) Other adults sharing common living quarters;
- g) Persons who are the parents of a child but who are not living with each other; and
- h) Persons who are in, or have been in, a dating relationship.

Sexual Assault: Having or attempting to have sexual intercourse or oral sex, without consent. Sexual intercourse means penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the reporting party. This definition includes any gender of reporting party or perpetrator. This definition also includes instances in which the reporting party is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs and or alcohol). Physical resistance is not required on the part of the reporting party to demonstrate lack of consent. Also included in the Sexual Assault category:

- (a) Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (b) Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault is defined under Wyoming Statute in 3 degrees in addition to a 4th defined as sexual battery as are defined below.

a. Statute 6-2-302. Sexual assault in the first degree.

- (a) Any actor who inflicts sexual intrusion on a victim commits a sexual assault in the first degree if:
 - i. The actor causes submission of the victim through the actual application, reasonably calculated to cause submission of the victim, of physical force or forcible confinement;
 - ii. The actor causes submission of the victim by threat of death, serious bodily injury, extreme physical pain or kidnapping to be inflicted on anyone and the victim reasonably believes that the actor has the present ability to execute these threats;
 - iii. The victim is physically helpless, and the actor knows or reasonably should know that the victim is physically helpless and that the victim has not consented; or
 - iv. The actor knows or reasonably should know that the victim through a mental illness, mental deficiency or developmental disability is incapable of appraising the nature of the victims conduct.

b. Statute 6-2-303. Sexual assault in the second degree.

- (a) Any actor who inflicts sexual intrusion on a victim commits sexual assault in the second degree if, under circumstances not constituting sexual assault in the first degree:
 - a. The actor causes submission of the victim by threatening to retaliate in the future against the victim or the victim’s spouse, parents, brothers, sisters or children, and the victim reasonably

believes the actor will execute this threat. "To retaliate" includes threats of kidnapping, death, serious bodily injury or extreme physical pain;

- b. The actor causes submission of the victim by any means that would prevent resistance by a victim of ordinary resolution;
- c. The actor administers, or knows that someone else administered to the victim, without the prior knowledge or consent of the victim, any substance which substantially impairs the victim's power to appraise or control his conduct;
- d. The actor knows or should reasonably know that the victim submits erroneously believing the actor to be the victim's spouse;
- e. Repealed By Laws 2007, Ch.159, 3.
- f. The actor is in a position of authority over the victim and uses this position of authority to cause the victim to submit;
- g. The actor is an employee, independent contractor or volunteer of a state, county, city or town, or privately operated adult or juvenile correctional system, including but not limited to jails, penal institutions, detention centers, juvenile residential or rehabilitative facilities, adult community correctional facilities or secure treatment facilities and the victim is known or should be known by the actor to be a resident of such facility or under supervision of the correctional system; or
- h. The actor inflicts sexual intrusion in treatment or examination of a victim for purposes or in a manner substantially inconsistent with reasonable medical practices.

(b) A person is guilty of sexual assault in the second degree if he subjects another person to sexual contact and causes serious bodily injury to the victim under any of the circumstances listed in W.S. 6-2-302 (a)(i) through (iv) or paragraphs (a)(i) through (vii) of this section.

c. Statute 6-2-303. Sexual assault in the third degree.

An actor commits sexual assault in the third degree if, under circumstances not constituting sexual assault in the first or second degree: The actor subjects a victim to sexual contact under any of the circumstances of W.S. 6-2-302(a) (i) through (iv) or 6-2- 302(a) (i) through (vii) of this section,

d. Statute 6-2-313. Sexual battery.

Except under circumstances constituting a violation of W.S. 6-2-302 through 6-2-304, 6- 2-314 through 6-2-317 or 6-2-502, an actor who unlawfully subjects another person to any sexual contact is guilty of sexual battery.

Stalking:

- a) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be impacted in the following manner:
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- b) For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- c) Reasonable person is described in the following manner: a reasonable person under similar circumstances and with similar identities to the victim.
- d) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- e) **Wyoming Statute 6-2-506: Stalking** is defined below.
 - (a) "Course of conduct" means a pattern of conduct composed of a series of acts over any period of time evidencing a continuity of purpose;

- (b) "Harass" means to engage in a course of conduct, including but not limited to verbal threats, written threats, lewd or obscene statements or images, vandalism or nonconsensual physical contact, directed at a specific person or the family of a specific person. Which the defendant knew or should have known would cause a reasonable person to suffer substantial emotional distress, and which does in fact seriously alarm the person toward whom it is directed.
- (c) Unless otherwise provided by law, a person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following:
- Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephone or written means in a manner that harasses;
 - Following a person, other than within the residence of the defendant;
 - Placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or
 - Otherwise engaging in a course of conduct that harasses another person.

* This section does not apply to an otherwise lawful demonstration, assembly, or picketing.

SECURITY AND ACCESS TO CAMPUS FACILITIES – MAIN CAMPUS

Security Camera's and Blue Light Call Stations

Northwest College does utilize security cameras in some areas on campus. These camera images are sent to recording devices and are primarily only used to assist in investigation purposes. There are five emergency phone/strobe (blue light) locations on campus that are directly linked to the Powell Police Department. These phones are regularly checked for proper operation by the Powel Police Department and/or by Northwest College Campus Security and Safety.

Security Assessment

Northwest College's Physical Plant Department maintains all college buildings and grounds with a concern for safety and security. Staff inspect facilities regularly and, as promptly as possible, make repairs affecting safety and security. They respond immediately to reports of potential hazards such as broken windows and locks. The campus is well lit and lighting surveys are regularly conducted with students and employees to ensure that lights are sufficient and properly working throughout campus, and to also identify any physical environment concerns that students or employees may have.

In addition, the Campus Security and Safety Department routinely performs security checks, both on foot and by vehicle.

Dangerous Weapons and Firearms Policy

In order to maintain a safe academic environment, Northwest College prohibits the possession and use of any dangerous or potentially dangerous weapon(s) or instrument(s), including but not limited to those described below, on all college properties, with limited exceptions.

This policy is applicable to all members of the college community, including students, faculty, staff,

visitors (invited or uninvited), contractors, and guests at any college campus, facility, or event.

The following dangerous weapons and firearms are included within this prohibition:

- Firearms – Shotgun, rifle, pistol, revolver, or other shoulder gun including ammunition. This also includes starter guns; the frame or receiver of any such weapon; any firearm muffler or silencer; or any machine gun.
- Any non-culinary knife fixed or lock blade (e.g. Bowie knife, knife, or instrument of like kind or description), except common pocket knife or legitimate tools appropriately used in authorized work on campus.
- Stun Gun, Taser or instrument of like kind or description
- Air gun (e.g., air or gas-powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Fireworks or explosive devices

Except as otherwise provided in this policy or in controlling law, the possession, transportation, and use of firearms on campus is prohibited. Dangerous weapons are not permitted on campus at any time.

Temporary exclusions may be granted in writing by the manager of Campus Safety & Security for job-related, educational, or demonstration purposes. Department heads and respective instructors may be granted authorization for organized activities by the Department of Campus Safety & Security.

Weapons cannot be kept in residence hall rooms, college apartments, or on college property, which includes vehicles in parking lots. Weapons and ammunition must be checked in and registered with campus security. It is then stored in secured lockers. Any violation of this policy will result in dismissal from the residence halls or college apartments.

Security of Non-residential Buildings

Students have complete access to academic, administrative, and recreational facilities on campus during the daytime and evening hours when classes or programs are in progress. All non-residential facilities close at 10 p.m. to all students and visitors to campus. However, students may have extended access to educational areas in buildings by completing and properly submitting the *After-Hours Authorization Form* located on the college portal under campus security. All non-residential facilities are closed on board approved college holidays.

Security of Residential Buildings and Apartments

All Northwest College Residence Halls are locked 24 hours a day, and key access is only available to residents of that hall through their room key/access card, as well as college employees to perform specific functions. Any guests in the building must be accompanied at all times by a resident of that building. Access to living spaces within the residence halls by college employees will be attempted to be done through appointment with the student unless the situation is believed to be life threatening, a violation of Northwest policy that requires immediate investigation, or there is a risk of significant property damage if the situation is not addressed in a timely manner.

Occupants of Northwest College apartments are responsible for the security of their living spaces through the locks provided by the college. Access to these living spaces by college employees will

be attempted to be done through appointment with the student unless the situation is believed to be life threatening, a violation of college policy that requires immediate investigation, or there is a risk of significant property damage if the situation is not addressed in a timely manner.

Security Monitoring of Student Organizations

Northwest College has officially recognized student organizations that have non-campus facilities; however, the College uses local law enforcement agencies to monitor or respond to activities at those locations. If local law enforcement is called by a citizen to respond to one of those locations, they will typically notify Northwest College Campus Safety and Security after they have responded. However, local law enforcement does this out of courtesy and is not required to notify Northwest College.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

The college offers a variety of informative programs for students and employees dealing with crime prevention, security awareness and campus safety. These programs can be available several times a year and upon request by student groups, employees, or individuals. Additional information is available in the section of this report on Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Awareness Programs.

Security Awareness and Crime Prevention Activities for Resident Halls

The Residence and Campus Life Office, in cooperation with community and campus organizations, as well as the local police department, conducts programs each semester on personal safety and security awareness. The programs include, but are not limited to, Project I.D., night safety escorts, free bicycle license program, self-defense, sexual assault prevention, dating violence, bystander intervention, theft and violence prevention, and alcohol and drug abuse.

In addition, information about safety and security issues are provided to students and employees regularly through crime log bulletins, crime alerts (Timely Warning Notices), mailbox flyers, posters, and community newspapers. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Security Policies and Programs

During hall orientation meetings, residents are warned about the dangers of leaving their room doors unlocked, propping exterior doors, removing screens from windows, and letting strangers into the hall unescorted. Internal disciplinary measures and fines are levied for violating security rules. Students are also encouraged to mark their personal belongings, lock cars and bicycles, and to not leave laundry or books unattended. The disappearance of unattended or unlocked belongings accounts for the vast majority of all reported thefts on campus.

In addition, all Northwest College employees are required to take an annual one-hour virtual crime prevention and awareness training through Ever-Fi, which is administered by the Human Resource office.

Crime Prevention Tips

Campus safety is everyone's responsibility. It is important that we all take our personal safety seriously. It is impossible to prevent all crimes and the perpetrator ultimately decides whether to commit a crime. However, there are some actions you can take to reduce your chance of being a victim of crime.

Additional crime prevention and risk reduction information can be found in the Sexual Assault, Dating & Domestic Violence, and Stalking section of this report.

Five Simple Rules for Personal Safety

- Stay alert and tuned in to your surroundings. Be aware and prepared.
- Stand tall and walk confidently; do not show fear.
- Trust your instincts.
- If you do not feel comfortable in a place or situation, leave.
- If you see suspicious activity or a person behaving suspiciously, notify police at 911 in the U.S. For non-emergencies, call the number listed at the front of this report.

Protecting Your Property

- Don't mark your key chain with your name, address and/or license number. Lost keys can lead to theft. Take care of keys; don't give anyone the chance to duplicate them.
- Engrave all valuable personal property with your name and a unique number known only to you. Keep a detailed list of all valuables and serial numbers. Keep a copy of this list at your permanent residence as a backup. This list may help the police recover your belongings.
- Move valuables out of view from windows and doors.
- Lock your vehicle and residence at all times, even when you're in them.
- Copy all important papers and cards that you carry in your purse or wallet, including your driver's license. Keep the copies in a safe place. The information will be invaluable if anything is stolen or lost.
- Copy your vehicle ID and tag number. If your vehicle is stolen, it cannot be entered into the nationwide law enforcement network without this information.
- Use a combination padlock on all storage units. Check the unit periodically to make sure nothing has been disturbed.

Protecting Yourself at Home

- Keep doors and windows locked at all times, even if you are only away for a few minutes. Do not "prop open" doors in residence halls.
- Be assertive and demand that any unwanted person in your residence leave or leave yourself. Anyone who refuses to leave is a trespasser. If you live in a residence hall, report any unescorted person to security or police.
- Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on all night. Keep blinds and curtains shut after dark and never dress in front of a window.
- On campus, immediately report exterior lights that are out to Facilities Management or an RA in your hall.
- When you expect to return after dark, leave an interior light on with the shades drawn.
- Know who is at your door before you open it. Campus staff members carry identification, and solicitors are not allowed on campus. Require proper identification from any repair or utility personnel. If you live off campus, install a peephole in your front door.
- Do not open your door to strangers or let them in. If they need assistance and ask to use your phone, call the police to assist them.
- List initials and last names only on your mailbox or door and in the telephone book. Don't leave your name on your door or answering machine if you live alone.
- If you are going out of town, do not state you are away or when you will return on your voice mail recording, e-mail automated reply, or social media networks.
- Get to know your neighbors. If you live off campus, join a neighborhood watch system and share information on suspicious circumstances.
- When you go home on breaks, have someone pick up your mail, newspaper, etc. Install timers and leave on all outside lights. Make your residence appear "lived in."

- If you come home and see a broken window or a jimmed door, don't go inside. Confronting a burglar can be dangerous. Phone police immediately at 911.

Protecting Yourself Away from Home

- Walk or jog with one or more friends. Avoid jogging after dark. If you must jog at night, stay in well-lit, well-traveled areas and do not go alone.
- Carry a whistle and don't hesitate to use it to alert others you need help. Vary your route frequently.
- Don't wear ear buds when jogging or biking, or at least leave one ear open so you can hear what's going on around you. Ear buds and headphones significantly reduce your ability to hear and thus affect your awareness.
- Tell someone where you are going and when you will return.
- Make sure your cell phone is charged before you go out, in case you need to use it to call for help.
- Don't fight back if your purse or wallet is snatched. Throw it in one direction and run in the other rather than risk personal injury. Call the police immediately at 911.
- Be careful when and where you patronize ATM machines. Accessing ATM cash machines in remote locations, particularly at night, could increase your risk of robbery and personal injury. While you are standing at the machine, keep turning around and scanning for people approaching you or loitering around. Cover the keypad while entering your passcode.
- Stand and walk tall with a brisk, purposeful stride. Make brief eye contact with someone who makes you feel uneasy to let them know that you see them and are not afraid, but don't stare too long or prolong your glance.
- Trust your instincts.

Protecting Yourself at Work

- Avoid working or studying alone in a building at night.
- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Avoid using stairs in remote sections of the building.
- Do not hold the door open for strangers after normal business hours.
- Ask people you don't recognize if you can help them.
- Report suspicious activity to police. Call 911 for emergencies and crimes in progress, or appropriate non-emergency contacts.
- Be careful what you leave on your desk and on your computer screen when you step away from your desk.
- Keep passwords in secure places.

Have a Plan

It is very important for you to have a plan in case someone tries to steal your bag, attack you from behind, or your car breaks down at night, etc. Knowing how you would handle situations if you should ever have to face an attacker could save your life. Always be alert, pay attention to your surroundings, trust your instincts and report suspicious activity to the police.

Sexual Misconduct Education and Prevention Programs

Each year the college engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identify sexual assault, domestic violence, dating violence, and stalking as prohibited conduct;
- Define what behavior constitutes sexual assault, domestic violence, dating violence, and stalking using definitions provided by the Department of Education, as well as local law and college policy;
- Define what behavior and actions constitute a lack of consent to sexual activity in the local jurisdiction;
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Include information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;

The college has developed an annual educational campaign consisting of person to person presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; conducting events throughout the year to include presentations to specific groups, such as Athletics, student organizations; peer-to-peer education activities; and targeted events during certain months of the year such as Domestic Violence Awareness Month, and Sexual Assault Awareness Month.

Each year, all new students enrolled in any First Year Seminar are asked to take an education and awareness program for sexual violence prevention. which educates students about consent, sexual misconduct, and the importance of being an active bystander in preventing sexual misconduct.

The following **primary prevention and awareness programs** were offered **for all incoming students** in the 2022-23 academic year, some in person and some virtual. These or comparable programs are planned for the 2023-24 academic year:

Name of Program	Frequency	Which Prohibited Behavior Covered?
Kick-Off Orientation- Beer & Sex	Annually when each semester begins	DoV, DaV, SA, S and Alcohol Abuse
All First Year Seminars-What Title IX Means for You at Northwest College	Each semester in all FYS classes.	DoV, DaV, SA, S and Bystander Intervention

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

The following **primary prevention and awareness programs** were offered **for new employees** in the 2022- 23 academic year, all in person. These or comparable programs and are planned for the 2023-24 academic year:

Name of Program	Frequency	Which Prohibited Behavior Covered?
New Employee Orientation- Title IX Training	Start of each semester	DoV, DaV, SA, S Mandated Reporting
New Resident Assistant Orientation and CSA training	Start of each semester	DoV, DaV, SA, S CSA's

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

The following **ongoing awareness and prevention programs** were offered for **students** in the 2022-23 academic year, some in person and some virtual. These or comparable programs are planned for the 2023-24 academic year:

Name of Program	Frequency	Which Prohibited Behavior Covered?
Title IX & Athletics (all seven teams)	Fall semester	DoV, DaV, SA, S
Student Academic groups-TRIO, Student Senate	Fall semester	DoV, DaV, SA, S and Bystander Intervention
National Stalking Awareness Month Events	Annually in January	S
Sexual Assault Awareness Month Events	Annually in April	SA
Addressing Sexual Harassment, Sexual Assault and Interpersonal Violence	Fall and Spring Semester in each Resident Hall	DoV, DaV, SA, S
Domestic Violence Awareness Month Events	Annually in October	DoV, DaV, S

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

The following **ongoing awareness and prevention programs** were offered for **employees** in the 2022-23 academic year, some in person and some virtual. These or comparable programs and are planned for the 2023-24 academic year:

Name of Program	Frequency	Which Prohibited Behavior Covered?
Faculty- Addressing Sexual Harassment, Sexual Assault, and Interpersonal Violence on Campus	Annually in Fall	DoV, DaV, SA, S
National Stalking Awareness Month Events	Annually in January	S
Sexual Assault Awareness Month Events	Annually in April	SA
Resident Assistant Clergy & Title IX Training	Fall and Spring Semester	DoV, DaV, SA, S
EverFi- Preventing Sexual Harassment, Sexual Assault and Interpersonal Violence	Annually in Fall	DoV, DaV, SA, S
Domestic Violence Awareness Month Events	Annually in October	DoV, DaV, S

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

Options for Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. Northwest College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Below is a list of some ways to be an active bystander:

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING IS REPORTED

The college has procedures in place that serve to be sensitive to those who report sexual harassment/misconduct, including sexual assault, sexual exploitation, intimate partner violence (domestic violence or dating violence), stalking, sexual or gender-based harassment, or retaliation. Procedures include informing individuals about their right to file a complaint with the college and/or choose to file criminal charges; the availability of counseling, mental health, legal assistance referrals, visa and immigration assistance, and other services on and/or off campus; and additional remedies to prevent contact between a complainant¹ and an accused party, such as no-contact directives and/or housing, academic, transportation, or working accommodations, if reasonably available. The college will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement, and/or file a complaint with the college. Students and employees should contact the Title IX Coordinator at 307-754-6159 for assistance with accommodation and supportive measures.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported

After an incident of sexual assault, domestic violence and/or dating violence, the survivor should consider seeking medical attention as soon as possible. In the Powell area, survivors are encouraged to seek care at the Powell Valley Hospital, 777 Ave H, Powell, WY Tele. 307-754-2267. This facility has specially trained personnel called Sexual Assault Nurse Examiners (SANE), who can collect evidence following a sexual assault or domestic violence incident. Outside of the Powell area, survivors can get information on the nearest facility that offers sexual assault forensic exams by contacting the National Sexual Assault Telephone Hotline, 24/7 at 800-656-4673. Evidence may be collected through a forensic exam even if you chose not to make a report to law enforcement. Survivors have the right to a free sexual assault forensic exam without having to provide their name or make a report to law enforcement if they choose not to do so. It is important that a survivor of sexual assault not bathe, brush teeth, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred. This evidence may also be helpful in obtaining a protection order. If survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease, as appropriate.

¹ This document will use “victim,” “survivor,” “accuser,” and “complainant” interchangeably. The terms “perpetrator,” “respondent,” and “accused party” are also used interchangeably.

Survivors of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking posts, or other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to the college conduct process/investigation, to police, or to obtaining a protection from abuse order.

Victims/survivors of sexual assault, domestic violence, dating violence, or stalking are encouraged to report the incident promptly, if they so desire, to the Title IX Coordinator, Laura Gwinn, by calling, writing or coming into the office to report in person (199 Orendorff Building 307-754-6159) or local law enforcement. Reports to the college may also be made online at <https://cm.maxient.com/reportingform.php?NorthwestCollege&layout>. The Title IX Coordinator handles all formal complaints of violations of the *Title IX Sexual Misconduct/Sexual Harassment Policy* regardless of where the incident occurs. The college will inform the victim about on-campus and off-campus resources, remedial and protective measures, and will discuss the victim's option to contact law enforcement, to pursue the college disciplinary process, or to pursue neither or both. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking; to maintain confidentiality and fairness consistent with applicable legal requirements; and to impose appropriate sanctions on violators of this policy.

While there is no time limit for reporting an incident of sexual assault, domestic violence, dating violence, or stalking to the college, certain statutes of limitations exist for the prosecution of crimes through the criminal justice system. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with local law enforcement to preserve evidence in the event that the victim changes their mind at a later date.

If a formal complaint of sexual assault, domestic violence, dating violence, or stalking is made to the college through the Title IX Coordinator, below are the procedures that the college will follow, as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of these policies to law enforcement, and/or the Title IX office, it is the survivor's choice whether or not to make such a report, and survivors have the right to decline involvement with the police or the Title IX Office. Local law enforcement may be reached at the contacts provided at the beginning of this report.

What to Do if You Think You Were Drugged

Regardless of whether the victim chose to ingest alcohol or other drugs, or they were unknowingly drugged, it is never the victim's fault if they are assaulted. Alcohol is the most common "date rape drug," and other drugs taken voluntarily may also render a person incapacitated. Predators may take advantage of this or may intentionally add something into a victim's drink without the victim knowing. Most drugs (other than alcohol) used to facilitate sexual assault (often referred to as "date rape drugs") pass through the body quickly, in as little as a few hours to a few days.

Some signs that you might have been drugged include:

- You feel more intoxicated than expected based on the amount of alcohol you consumed, especially if you are accustomed to drinking alcohol and know how it affects you.
- You remember having a drink but can't remember what happened after you drank it.
- You feel like you've had sex but don't fully recall the encounter and did not drink an amount of alcohol that would cause you to black or brown out.
- You wake up feeling fuzzy and can't remember all or part of the last night.

If you believe that you or a friend were drugged:

- Get immediate medical attention. Some date rape drugs can only be detected in urine from 3-12 hours after they are consumed.
- Call 911 or have a trusted friend take you to a nearby medical facility.
- Do not urinate before going to the hospital or medical clinic, if at all possible. If you cannot wait, collect your urine in a clean container and bring it with you for testing.
- Report the incident to local police. Local law enforcement agencies and contact numbers for each Northwest College separate campus are listed at the beginning of this report.
- If you are a victim/survivor, contact Safe Harbor at 334-844-7233 for access to support services and more information on your options.

Evidentiary Standard: Preponderance of the evidence, which means it is more likely than not that a policy violation occurred.

Initial Procedure Northwest College Will Follow:

1. Assess the survivor's safety and well-being and offer the college's immediate support and assistance.
2. Assess the nature and circumstances of the report.
3. Inform the survivor of the right to seek medical treatment and explain the importance of obtaining and preserving forensic and other evidence.
4. Inform the survivor of the right to contact law enforcement, decline to contact law enforcement, seek a protective order, and to have college assistance in doing so.
5. Inform the survivor about college and community resources, the right to seek appropriate and available remedial and protective measures, and how to request those resources and measures.
6. Inform the survivor of the option to seek Informal Resolution (where available) or Formal Resolution under the college's procedures; ascertain the survivor's expressed preference (if any) for pursuing Informal Resolution, Formal Resolution, or neither; and discuss with the survivor any concerns or barriers to participating in any college investigation and resolution.
7. Explain the college's prohibition against Retaliation and that the college will take prompt action in response to any act of Retaliation.
8. Ascertain the ages of the survivor and the accused individual, if known, and, if either of the parties is under 19, determine whether the conduct must be reported under state law.
9. Communicate with appropriate college officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.
10. If a decision is reached to initiate an investigation or to take any other action under the policy that impacts the accused, the college will ensure the accused is notified, receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options.

Assistance for Survivors: Rights & Options

Regardless of whether a survivor elects to pursue a formal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist survivors of sexual assault, domestic violence, dating violence, and stalking and will provide each survivor with a written explanation of their rights and options (either a printed or digital copy).

Title IX Process Advisors

Title IX Process Advisors are a resource for individuals who are involved in cases that fall under the *Title IX Sexual Harassment Policy* and *Policy Against Discrimination and Harassment*. This team of

faculty and staff are trained to provide support, guidance, and information about the policy and the accompanying procedures. They are available to both complainants and respondents and offer step-by-step assistance on an individual level. To contact a Title IX Process Advisor, please call 307-754-6159.

Protection Orders

Protection orders are civil court orders (issued by circuit courts) meant to provide protection and relief to victims of domestic violence.

In Wyoming, a protection from abuse order is a court order issued based upon a petition filed under the Protection From Abuse Act (PFA), which provides for limited protection for persons who have been threatened, harassed, or physically abused by a spouse or former spouse; common-law or former common-law spouse; parent; stepparent; child or stepchild who has lived with the abuser; person with whom they have a child in common; person with whom they have or have had a dating relationship; or a present or former household member with whom the victim was engaged in a romantic or sexual relationship.

Victims who need protection may go to the local circuit court in Park County and request a Petition for a Protection from Abuse Order from the circuit clerk. Victims may file this petition without costs and without assistance from an attorney. However, protection orders may involve long-term legal consequences or safety issues, so victims are strongly encouraged to contact a lawyer or the National Domestic Violence Hotline at 800-799-7233 before filing a protection order.

Relief that may be requested includes:

- Order the victim's home or work address, phone number, or other related information deleted from all records filed with the court concerning the protection order.
- Restrain the defendant from committing or threatening to commit acts of abuse, or from harassing, annoying, telephoning, contacting, or otherwise communicating directly or indirectly with the victim or other designated persons.
- Order the defendant to stay away from victim's residence and place of work or other designated places or persons.
- Award the victim temporary custody of any minor children and restrain the abuser from removing the children from the victim's custody.
- Remove the defendant from the residence, regardless of who owns the residence.
- Prohibit the defendant from selling, disposing, destroying, hiding, or mortgaging mutually owned or leased real estate or personal property.
- Order other relief as necessary to provide for the safety and protection of the victim.
- A victim may request an emergency temporary protection order if needed. Otherwise, a final protection order, if granted, is valid for one year or until the court-determined expiration date.

Getting a Protection Order

For assistance with obtaining a protection order, contact the college Campus Safety & Security, or the National Domestic Violence Hotline (800-799-7233) for the nearest domestic violence survivor advocacy services.

The survivor will need to go to court to get a protection order. Northwest College cannot apply for a legal protection order for the survivor. Criminal charges do not need to be filed and the stalker or abuser does not need to be arrested in order for a survivor to request a protection order. This is not a

criminal matter. However, police reports documenting incidents of abuse can be helpful in obtaining the protection order.

Important Information About Protection Orders

Once the protection order has been issued, survivors are advised to:

- Remember that a protection order is a piece of paper that must be respected by the stalker/abuser to be effective. It is also only enforceable after a sheriff's deputy or police officer has served it on the stalker/abuser. After it has been served, if the abuser or stalker does not comply with the order, call the police immediately (911). If they arrive in time to witness the abuser's violation of the order, they can make an immediate arrest. If not, the survivor may need to get a criminal warrant from the court.
- Check the conditions of the order once it is issued. If there are errors, it is unclear, it has not been signed, or boxes don't appear to be checked, ask the clerk for help.
- Keep a copy with them at all times. This is important if the abuser/stalker violates the order and police, or other authorities need to be contacted for assistance enforcing the order.
- Give a copy to the Title IX Coordinator, College Housing staff (if living in a college residence hall) and their supervisor at work (if employed).
- If children are included, make sure anyone responsible for them has a copy.
- If planning to or considering leaving the state, make sure to get a certified copy of the protection order from the clerk's office. Federal law requires recognition of one state's protection order by others.

Northwest College complies with Wyoming law in recognizing orders of protection. Any student or employee who obtains a protection order from Wyoming or any other state should provide a copy to the City of Powell Police Division and the Northwest College Department of Campus Safety and Security.

Enforcing Protection Orders

Orders issued by Wyoming courts are enforceable under Wyoming law. A willful violation of a protection order is a Class A misdemeanor (for the first offense) and the officer may arrest without a warrant when there is probable cause that the defendant has violated a valid protection order. Victims should immediately contact local law enforcement if their order is violated.

Out of State Orders

Under the federal Violence Against Women Act and Wyoming law, valid protection orders should be given full faith and credit. This means that if a protection order is issued in another state and the victim is in Wyoming, Wyoming will enforce the valid protection order. Violations of valid protection orders from other states are enforced as if the order were issued by a Wyoming court. Law enforcement may arrest without a warrant for any violation of the valid protection order and the punishment upon conviction is a Class A misdemeanor (for the first offense).

Protection orders from other states are valid if the defendant has had notice of the order and an opportunity to be heard, and the order:

- Includes the names of the parties;
- Contains the date the order was issued;
- Is not expired;

- Contains the name of the issuing court;
- Is signed by a judicial officer; and
- Contains specific terms.

College Protective Actions and Accommodations

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northwest College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

The college may issue an institutional no-contact directive if deemed appropriate or at the request of the survivor or accused. Upon the survivor's request and to the extent of the survivor's cooperation and consent, college offices will work cooperatively to assist the survivor with their health, physical safety, work, and academic status, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working, protective measures, or transportation situations, regardless of whether the survivor chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer the complainant or the accused to a different section of a class; complete a medical withdrawal; or make special arrangements for completing coursework in a non-traditional manner. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes to transportation may include providing alternative parking arrangements for the survivor or assisting the survivor with a safety escort. Northwest College will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

If warranted, Campus Safety & Security may issue a no trespass letter prohibiting the accused from being on any properties owned or controlled by Northwest College. If the trespassed individual violates the letter, they can be arrested for criminal trespassing.

To request changes to academic, living, transportation, and/or working situations or protective measures (referred to as supportive measures in the *Title IX Sexual Misconduct/Sexual Harassment Policy*) a victim should contact the Title IX Coordinator at 307-754-6159.

Confidentiality

Additionally, personally identifying information about the survivor will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the survivor. (For example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the survivor, as defined in 42 USC 1395 (a) (20).) Further, the college will maintain as confidential any accommodations or protective measures provided to the survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the names of crime victims nor house identifying information regarding victims in the Department of Campus Safety's daily crime log, in the annual crime statistics that are

disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or online. Victims may request that directory information on file be removed from public sources. Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifying information about the victim and other involved parties will be treated as confidential and only shared with persons who have a specific need to know (i.e. those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures).

Resources for Survivors of Sexual Assault, Domestic Violence, Dating Violence or Stalking

Refer to campus-specific sections for resources specific to each separate campus. To access information on National resources, regardless of location, include:

- National Domestic Violence Hotline – 800-799-7233 (or <https://www.thehotline.org>)
- National Sexual Assault Hotline – 800-656-4673

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

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.victimsofcrime.org/our-programs/stalking-resource-center> – Stalking Resource Center
- <http://www.justice.gov/ovw/sexual-assault> – Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

How to be an Active Bystander

College does not tolerate power-based personal violence, and everyone has a role in preventing it. Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the events that could lead to violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even when they want to help. Below is a list of some ways to be an active bystander.

- Dial 911 if someone is in immediate danger. This may include when a person is being physically abusive towards another, or the conflict seems to be escalating, and it is not safe for a bystander to interrupt.
- Watch out for all members of the Northwest community. If someone looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to blame victims and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have a way to pay for a safe ride.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid using ear buds or headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, notify police at 911 (emergencies or crimes in progress), or at the non-emergency numbers listed in page 4 of this report.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large commonly open containers.
- Watch out for your friends. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact local law enforcement by dialing 911. Be explicit with doctors so they can order the correct tests. Samples should be collected by professionals as soon as possible after the suspected consumption of the drug to get the most accurate results.
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason.
- Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so you can let them know you are in an uncomfortable situation without alerting the person who is making you uncomfortable. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Policy Violations

Whether or not criminal charges are filed, a person may file a complaint under the college's *Title IX Sexual Misconduct/Sexual Harassment Policy*, alleging that a student or employee violated college policy.

Decision-Making Process: Preponderance of the evidence standard will be used for determining if a violation of the institution's misconduct policy related to incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking occurred. This means that it is more likely than not that a policy violation occurred.

Anticipated Timeline for Resolution: Investigations will be completed in a reasonably prompt and equitable manner.

Resolution Options: Informal Resolution, Formal Resolution and Administrative Adjudication through Student Code of Conduct and/or Academic Code of Conduct.

How to File a Disciplinary Complaint Under this Policy

The college urges anyone who becomes aware of an incident of prohibited conduct under the *Title IX Sexual Misconduct/Sexual Harassment Policy* to report the incident immediately to the college through one of the following options:

- By contacting the college's Title IX Coordinator by telephone, email, or in person during regular office hours:
Laura Gwinn, Title IX Coordinator
119 Orendorff Building
307-754-6159
laura.gwinn@nwc.edu
- Or by submitting the online reporting form, located at https://cm.maxient.com/reportingform.php?NorthwestCollege&layout_id=2

Major Steps in Policy:

1. The Title IX Coordinator conducts an initial assessment of the report, including discussion with the complainant about health and safety concerns, options, and resources.
2. Resources and protective measures (called supportive measures in the policies) are provided, as appropriate and requested.
3. If the complainant wishes to pursue Informal or Formal action, they must submit a Formal Complaint to the Title IX Coordinator. If the Title IX Coordinator determines that the college's obligations to the health and safety of the complainant and other members of the college community require that informal or formal action be pursued, the Title IX Coordinator may submit a Formal Complaint on behalf of the college. Informal or formal resolution is pursued based on the nature of the report and input from the complainant. Informal resolution can only be pursued if both parties consent to that form of resolution. In the case of a Formal Complaint being submitted by the Title IX Coordinator, the Title IX Coordinator and Respondent must both agree to the Informal Resolution process.
4. The following steps are completed for a formal resolution:
 - a. Formal Complaint
 - b. Investigation
 - c. Sharing of all relevant evidence with parties for review
 - d. Final Investigation Report that includes a summary of all relevant evidence sent to parties & Title IX Coordinator
 - e. Hearing Officer Notification to Parties

- f. Pre-Hearing Conference
- g. Live Hearing with Hearing Officer held virtually or in person.
- h. Appeal Panel Review (if appealed): Paper review only
- i. Sanction

Reports of all sexual assault, domestic violence, dating violence, and stalking made to Northwest College Department of Campus Safety & Security will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges. The complainant may choose not to participate in the investigation, which may limit the ability of the college to eliminate or address the conduct. When a complainant does not consent to the disclosure of his or her name or other identifying information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

The college's disciplinary process for allegations of dating violence, domestic violence, stalking and sexual assault, is consistent with the college's policy and will include a prompt, fair, and impartial initial investigation, and final resolution process transparent to the accuser and the accused. The proceedings timeframe allows for extensions for good cause, with notice to the accuser and the accused of the delay and the reason for the delay. The Title IX coordinator, investigators and hearing officers are trained annually on the issues related to sexual assault, domestic violence, dating violence, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the survivor and promotes accountability while protecting due process. College policy provides the following expectations for complainants and respondents as part of the *Title IX Sexual Misconduct/Sexual Harassment Policy*.

- Prompt and equitable resolution of allegations of violations of the *Title IX Sexual Misconduct/Sexual Harassment Policy*
- Privacy in accordance with college policy and any legal requirements
- Reasonably available supportive measures
- Freedom from Retaliation for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy
- The responsibility to refrain from Retaliation directed against any person for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy
- The responsibility to provide truthful information in connection with any report, investigation, or resolution of Prohibited Conduct under the Policy or these Procedures
- Timely notice of any meeting or proceeding at which the party's presence is expected under these Procedures
- The opportunity to have an advisor of choice, including the right to have that advisor attend any meeting or proceeding at which the party's presence is expected under these Procedures
- Written notice of an investigation, including notice of potential Policy violations and the nature of the alleged Prohibited Conduct
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused
- The opportunity to challenge the Investigator or any decision maker for actual bias or conflict of interest
- The opportunity to offer or present information and identify witnesses during an investigation
- Timely and equal access to complainants, respondents and appropriate officials to any information that will be used during (informal and formal disciplinary meetings and hearings) Informal or Formal Resolution proceedings and related meetings;
- The opportunity to be heard prior to the final determination of a Policy violation and the imposition of any sanction(s);

- Reasonable time to prepare any response allowed by these Procedures
- Written notice of any extension of timeframes for good cause, and the reason for the extension
- Simultaneous written notice of the results of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, including the determination of a Policy violation, imposition of any sanction(s), and the rationale for each;
- The opportunity to appeal the decision on the bases of procedural error that affected the outcome; new evidence that was not reasonably available at the time a determination or dismissal was made, that could have affected the outcome; or the Title IX Coordinator, investigator, hearing officer or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

Confidentiality

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Where the Title IX Coordinator has determined that the college must proceed with an investigation despite a Complainant's request that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, actions that may be required as part of the College's investigation typically involve speaking with the Respondent and others who may have relevant information, in which case the Complainant's identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the College intends to proceed with an investigation, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the College.

Note that certain types of Sexual Harassment are considered crimes for which the College must disclose crime statistics in its Annual Security Report. These disclosures will be made without including personally identifying information.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the *Title IX Sexual Misconduct/Sexual Harassment Policy* occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including those listed below may be imposed upon those determined to have violated this policy. Sexual assault, domestic violence, dating violence, stalking, and harassment are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Possible sanctions for students found responsible for violating the policy include admonition, warning notice, disciplinary probation, disciplinary suspension, mandatory counseling, expulsion from college, and no contact order/criminal trespass.

Possible sanctions for employees found responsible for violating the policy include informal and formal counseling, written reprimand, written final reprimand, suspension with or without pay, demotion, transfer of position, removal of administrative appointment, recommended initiation of tenured faculty dismissal process, performance improvement plan-required education/training, loss of annual pay increase, loss of supervisory responsibility, termination of employment, and no trespass order.

Possible sanctions for third parties found responsible for violating the policy include termination of relationship with the college, withdrawal of privileges of being on college premises, and no trespass order.

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

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

DRUG AND ALCOHOL POLICY

In compliance with the Drug Free Schools and Communities Act, this section of the report provides information on the college's policies regarding the possession, use, and sale of alcoholic beverages and enforcement of Wyoming's underage drinking laws. This section also provides information on the college's policies regarding the possession, use, and sale of illegal drugs and enforcement of federal and Wyoming drug laws and a description of the college's drug and alcohol abuse prevention programs.

ALCOHOL POLICY

The College shall maintain an educational environment that is conducive to learning and is "Alcohol Free" for its properties and activities. To that end, the Northwest College Main campus is an alcohol-free campus. With limited exceptions (see Northwest College Board Policy), possession, consumption, or sale of alcoholic beverages is not allowed on campus or at any off-campus College-sponsored function, event, or activity. In addition, College funds are not to be used for the purchase of alcoholic beverages.

Regardless of age, you are in violation of Northwest College's alcohol policy:

- if you are on college property and found in the immediate area where alcohol is present, whether consuming it or not.
- if you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.
- if you are on college property and have alcohol in your possession.
- if you are on college property and distributing alcohol.

It is a violation of Northwest College's alcohol policy if you are at an off-campus, college-sponsored event, while under the legal drinking age and:

- in possession of alcohol.
- under the influence and/or exhibiting intoxicated behavior.

Anyone in violation of the college's alcohol policy concerning the possession, use, and sale of alcoholic beverages, particularly those persons who are under the state's legal drinking age which is 21, are subject to arrest and prosecution by local law enforcement and to sanctions by the court as allowed by Wyoming law.

DRUG POLICY

On October 21, 1988, Congress enacted the Drug-Free Workplace Act of 1988. This statute requires that all institutions receiving grants from any federal agency certify to that agency that they shall maintain a drug-free workplace.

Northwest College is a drug-free campus. No student shall possess, consume or distribute controlled substances (except those lawfully prescribed by a medical provider to the possessing student and which are used as prescribed for the medical condition being treated) on the campus of Northwest College, at college sponsored activities or on college sponsored trips. Controlled substances are defined by State of Wyoming statutes and federal laws. These include those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics or the illicit use of prescription drugs.

The College shall maintain a workplace free from the unlawful manufacture, use, dispensing, possession, and/or distribution of controlled substances. Unlawful manufacture, use, dispensing, possession, or distribution of controlled substances by college employees in the workplace is prohibited under this policy.

Regardless of age, you are in violation of Northwest College's drug policy:

- if you are on college property and found in the immediate area where drugs are present, whether having consumed (consuming) them or not.
- if you are on college property and under the influence of drugs and/or exhibiting drug-related behavior.
- if you are on college property and have drugs in your possession, or are distributing them.

It is a violation of Northwest College's drug policy if you are at an off-campus, college-sponsored event, and:

- in possession of drugs and/or drug paraphernalia
- under the influence of and/or exhibiting drug-related behavior.

Standards of Conduct for Student and Employee

The unlawful manufacture, distribution, dispensation, sale, possession, or use of illicit drugs or alcohol by students or employees of Auburn College are prohibited at any time on any college property or at any college activity. No employee will report for work, will work, or be present in the workplace that is impaired by an illegal drug or by alcohol. No student, who is impaired by illegal drugs or alcohol, will attend classes or any other college activity.

Disciplinary Sanctions

Local law enforcement enforces all liquor laws, including underage drinking violations, and all federal and state drug laws.

In addition. Northwest College and our Student Success Center provide assessment, education, and first-level intervention for students with alcohol and other drug concerns through a program called

BASICS (Brief Alcohol Screening and Intervention of College Services. Educational information on alcohol and other drugs is available and staff are also available to provide campus-wide educational programs upon request.

Referrals are provided for services when indicated as follows:

First Violation: Students may be issued a letter of warning that they are in jeopardy of losing certain campus privileges. Students may also be required to attend a mandatory alcohol education program facilitated by the Student Success Center. The letter of warning may provide information regarding scheduling the individualized program. The cost of the program is \$100.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$100.00 charge assessed to your student account. Failure to complete these sanctions may result in further disciplinary action.

Second Violation: The student may be placed on Disciplinary Probation. The student may also be suspended or prohibited from participating in or attending college sponsored events/activities or restricted from entering designated buildings on campus. Students may also be required to attend a mandatory alcohol education program facilitated by the College. The cost of the program is \$150.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$150.00 charge assessed to your student account. The student may also be required to complete a four (4) hour Community Restitution Project and may receive a letter providing the date and time of this project.. Failure to complete these sanctions may result in further disciplinary action.

Third Violation: The student may be placed on Disciplinary Suspension, prohibited from participating in or attending college sponsored events/activities, or restricted from entering designated buildings on campus. Students may also be required to attend a mandatory alcohol education program facilitated by the College. The cost of the program is \$200.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$200.00 charge assessed to your student account. The student may also be required to complete a four (4) hour Community Restitution Project and may receive a letter providing the date and time of this project. Failure to complete these sanctions may result in further disciplinary action.

*** Northwest College reserves the right, at its discretion, to alter or amend the thirty (30) day time period to complete the mandatory alcohol education program.*

Students found to be in violation of alcohol and/or drug policies may appeal the sanctions to the appropriate individual or Student Appeals Board. Students and employees are responsible for complying with provisions of Wyoming law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as controlled substances. Any student or employee who violates that law is subject to prosecution and punishment by the civil authorities and to disciplinary action by the college. Disciplinary action taken by the college may be one or more of the disciplinary sanctions listed under [Sanctions for Violations of General Code of Student Conduct](#), including expulsion from the college.

Education and Treatment Programs

Any student or employee voluntarily seeking assistance with a drug-related problem is encouraged to do so and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through the college Student Success Center, the Campus Security Coordinator, or community programs.

Northwest College's EAP provides information and referral to employees about a variety of topics, including alcohol and drugs.

Health Risks

Alcohol-misuse health risks: Liver damage—cirrhosis, alcoholic hepatitis; heart disease—enlarged heart, congestive heart failure; ulcers and gastritis; malnutrition; cancer—of the mouth, esophagus, stomach, liver; brain damage—memory loss, hallucinations, psychosis; damage to fetus if pregnant mother drinks; death—Over 30 percent of fatal auto accidents involve alcohol. Suicide is known to be highly prevalent among those who suffer from alcohol disorders.

Drug-use health risks: Overdosing—psychosis, convulsions, coma, death; long-term use—organ damage, mental illness, malnutrition, death; casual use—heart attack, stroke, brain damage, death; needles—infections, hepatitis, AIDS, death; if a pregnant mother uses drugs, her baby can be stillborn or born with Neonatal Abstinence.

WYOMING SEX OFFENDER REGISTRY

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974, Northwest College is providing the link below to the Wyoming Sex Offender Registry. The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student; and change of enrollment or employment status of such person at such an institution.

To obtain information about registered sex offenders in Wyoming, visit the following website: <https://www.registeredoffenderslist.org> A departmental representative will be able to answer any questions you may have regarding the information. Sex offender information can also be obtained through the Wyoming Division of Criminal Investigation website <https://wyomingdci.wyo.gov/criminal-justice-information-services-cjis/sex-offender-registry>. All registered sex offenders are required to check in with the Local Police Department prior to attending classes. Minors that are registered sex offenders will not be publicly identified.

DISCLOSURE TO VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim. The College also notifies victims in accordance with its Policy on Sexual Misconduct/Sexual Harassment, a copy of which can be found in [Appendix A](#).

ANNUAL DISCLOSURE OF CRIME STATISTICS

Northwest College Campus Safety and Security, with the review by the Clery Compliance Coordinator, is responsible for preparing and distributing this Annual Security and Fire Safety Report to comply with the Clery Act. The Annual Security and Fire Safety Report is published and distributed every year by October 1st. The Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on the college's Clery geography. Statistics for Clery Act offenses that did not occur within Clery geography are not included in the college's Clery Act crime statistics even if college students or employees were involved.

Northwest College Campus Safety and Security prepares the Annual Security and Fire Safety Report, including the annual disclosure of crime, arrest, and referral statistics, with input from various sources, including: a comprehensive review by the Clery Compliance Coordinator, the college's Office of Title IX; the college's Division of Resident Life; college's Campus Security Authorities (CSAs); and local law enforcement agencies, including the City of Powell and Cody Police Department and the Park County Sheriff's Office. . The Clery Coordinator works to reconcile statistics from the Office of

Title IX and the Office of Student Conduct to reduce the instance of missing or double counting incidents. For statistical purposes, crime statistics reported to any CSA are recorded in the calendar year in which the crime was reported. The statistics represent offenses that were reported to any of those sources, regardless of whether the alleged offense was investigated or whether there was a finding of guilt or responsibility. In order to collect reported crime information occurring at non-campus properties during student school- sponsored travel, a travel form is sent to travel leaders to complete and submit. This information is used to request reported crime information from local law enforcement agencies with jurisdiction over the areas considered to be non-campus property.

Northwest College Campus Safety and Security Manager submits the crime statistics published in the Annual Security and Fire Safety Report to the United States Department of Education (ED), which makes crime statistics available to the public through the ED website. In addition, a copy of the Annual Security and Fire Safety Report and a daily crime log are available for review 24 hours a day on the college's Campus Safety and Security website, The Campus Safety and Security Manager provides an electronic notice of availability of the Annual Security and Fire Safety Report to: (1) all current college faculty, staff, and students; and (2) prospective college students, faculty, and staff.

DEFINITION OF TERMS

Clery Act Reporting Definitions

The Clery Act specifies the categories of crimes and specific geographic locations that must be included in annual crime statistics. This allows students, parents, and employees to make reasonable comparisons of crime rates at different institutions.

Geographic Locations Included

For the purpose of reporting statistics, the college must count criminal offenses according to where they occur. There are four geographic locations for which statistics must be reported. These include:

On Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area (generally within one mile of the edge of the core of campus) and used by the institution in direct support of, or in a manner related to, the institution's educational

purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

On-Campus Student Housing Facilities: Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This includes houses of recognized fraternities where the land is owned by the college, but the building is owned by the fraternity.

Crime statistics for on-campus student housing facilities must be reported as a subset of the on-campus totals (i.e. they are included in both on-campus and on-campus student housing facility categories).

Non-campus: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This includes houses of recognized fraternities where the land and building are both privately owned.

Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities, and recreation facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This generally includes, but is not limited to, public streets bordering the campus and the sidewalk on both sides of the street.

Definitions of Reportable Primary Crimes

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Any death caused by injuries sustained in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter. Do NOT count suicides, fetal deaths, traffic fatalities, accidental deaths, attempted murder, or justifiable homicide. Count one offense per victim.

Manslaughter by Negligence: The killing of another person through gross negligence. Do NOT count deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities. Count one offense per victim.

Sexual Assault (Sex Offenses) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted and completed sexual assaults of the following four types. Count one offense per victim.

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. Count one offense for each distinct operation (i.e. incident), including attempts.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Include assaults or attempts to kill or murder, poisoning (including use of date rape drugs), assault with a dangerous or deadly weapon (or any other item that becomes one in the commission of a crime), maiming, mayhem, assault with explosives, and assault with disease. Count one offense per victim.

Burglary: The unlawful entry of a structure (four walls, a roof, and a door) to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses. Count one offense per each distinct operation.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding. Include any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, golf carts, trail bikes, mopeds, self-propelled motor homes, motorcycles, motor scooters, motorized wheelchairs, all-terrain vehicles, and snowmobiles. Count one offense for each stolen vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc. Count one offense for each distinct incident of arson occurring on Clery geography.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

For the purposes of this definition

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence. In the State of Alabama, dating violence is covered in the definition of domestic violence; therefore, dating violence statistics for campuses in Alabama will always be zero.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition -

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Hate Crimes

A hate crime is not a separate, distinct crime, but is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and/or disability. Report statistics for hate crimes for the following classifications: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. If a hate crime occurs where there is an incident involving larceny, vandalism, intimidation, or destruction/damage/vandalism of property, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of this report.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

Arrests (or Citations) & Referrals for Disciplinary Action

Weapon Law Violations (Carrying, Possessing, etc.): defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or

use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crimes:

Northwest College may withhold a reported crime from its crime statistics only if sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” According to Department of Education federal regulations, only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of Clery crime statistics reporting. Northwest College is required to report to the Department of Education and disclose in this report the total number of crimes that were unfounded and subsequently withheld from its crime statistics.

TABLES CLASSIFYING CLERY CRIMES

Access to the Daily Crime Logs and Fire Logs are available on-line and/or by contacting the Main Campus Safety and Security Department.

NWC MAIN CAMPUS CRIME REPORT

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	2	2	0	0
	2022	2	2	0	0
	2021	0	0	0	1
Fondling	2023	0	0	0	0
	2022	1	1	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

CODY COLLEGE CAMPUS

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0

Classification of Crimes for the Cody Campus began in 2022. Also, the Cody Campus is a non-residential campus.

NWC MAIN CAMPUS
Arrests and Disciplinary Referrals Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possession, Etc.)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possession, Etc.)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arrests: Drug Abuse Violations	2023	3	2	0	0
	2022	1	1	0	0
	2021	1	1	0	0
Disciplinary Referrals: Drug Abuse Violations	2023	2	2	0	0
	2022	1	1	0	0
	2021	3	3	1	0
Arrests: Liquor Law Violations	2023	4	0	0	0
	2022	4	0	0	0
	2021	2	0	0	0
Disciplinary Referrals: Liquor Law Violations	2023	25	22	0	0
	2022	66	66	0	0
	2021	20	20	1	0

On-Campus Student Housing Facilities Arrests (Citations) and Referrals are a subset of the On-Campus Property Category.

**NWC MAIN CAMPUS
VAWA Offense Reporting Table**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Domestic Violence	2023	1	1	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	3	2	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	3	2	0	0
	2022	3	0	1	0
	2021	2	0	0	0

**NWC MAIN CAMPUS
VAWA Offense Reporting Table**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	2	2	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	3	2	0	0
	2022	3	0	1	0
	2021	2	0	0	0

**NWC CODY CAMPUS
VAWA Offense Reporting Table**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus - Student Housing	Non-Campus Property	Public Property
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Classification of VAWA OFFENSES for the Cody Campus began in 2022.

HATE CRIMES

A hate crime is a criminal offense committed against a person or property, which is motivated in whole or in part by the offender’s bias.

Bias is a preformed negative opinion or attitude toward a group of persons based on their: race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

Note: These statistics are reported jointly for both campuses

Hate Crime Statistics:

2023: Zero (0) Hate Crimes reported for calendar year 2023
2022: One (1) Hate Crime reported for the calendar year of 2022 for "Intimidation"
2021: Zero (0) Hate Crimes reported for calendar year 2021

FIRE SAFETY AT NORTHWEST COLLEGE

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution. The following Report details all information required by this Act for NWC.

Definitions

The following term is used in this report:

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety

Northwest College takes fire safety very seriously, having lost a residential building to fire in the spring of 2004. We encourage student and staff participation in educational opportunities, emergency preparedness, and fire drills that are conducted across campus each semester.

All buildings on campus have emergency evacuation plans posted within them and fire drills* are conducted in each building once per academic year and twice per semester in the residence halls. These drills allow occupants to become familiar with emergency equipment, emergency procedures, evacuation routes, as well as allowing NWC staff to test equipment and practice emergency procedures. These drills are coordinated by Residential Life and/or Security staff. In addition, a fire safety program will be presented in each of the traditional style residence halls during the first half of each fall semester. All students are allowed and encouraged to attend this free information session. Fire Safety is also a part of each new employee orientation.

All Northwest College Residence facilities are equipped with alarms, fire extinguishers, sprinkler systems, and evacuation plans are posted, showing evacuation routes for building occupants. All buildings on the main campus have fire alarm systems that are monitored by Simplex. Activation of the system sets off alarms and strobe lights within the building, as well as sending notification to Simplex, which is responsible for notifying emergency responders. All four of the traditional style residence halls are equipped with automatic closing fire doors, and alarms that include strobes and horns for visually and hearing impaired. The college requires that all occupants of a building evacuate when the fire alarm system is activated. Failure to evacuate put lives in danger and will be dealt with through the disciplinary process.

Residence Halls, Apartments and Residential Homes

Ashley Hall, 960 North Beckman St, Powell WY

Colter Hall, 212 West 6th St., Powell WY

Lewis & Clark Hall, 803 North Division St., Powell, WY

Simpson Hall, 835 North Division St., Powell WY

Trapper Village Main Apartments:

Building A, 900 North Beckman St, Powell, WY

Building B, 903 North Beckman St, Powell WY

Building C, 905 North Beckman St, Powell WY

Building D, 902 North Beckman St, Powell WY

Building E, 904 North Beckman St, Powell WY

Trapper Village West, Road 10, Powell, WY

Prohibited items in Residence Halls

The following items or activities are prohibited:

(Please refer to the [Appendix C](#) for more details.)

1. Smoking is prohibited in all NWC buildings, including Residence Halls. This includes vaping, e- cigarettes, and any other similar devices. Smoking of any kind is also prohibited within 25 feet of building entrances.
2. Items such as incense, potpourri, candles, cigars, clove cigarettes, sage and the like
3. All heat source odor emitting devices, such as oil warmers, candle warmers, heat-producing scented plug-ins, etc.
4. Flammable materials such as gasoline, kerosene, or motor oil
5. Christmas/twinkle lights, unless UL approved and only hung around the windows in a manner that does not cover or block the window and/or furnished blinds/drapes.
6. No coverings over room lights, windows, or furnished drapes/blinds
7. Certain room appliance/items

To reduce the risk of fire within our facilities, the following are also not allowed in any Residence Hall room: Space heaters, toasters, live Christmas trees, halogen or sun lamps, exterior antennas, ham radio sets, firearms, weapons, firecrackers, explosives, any open element cooking or heating appliance (e.g. hotplate) most electric cooking utensils, (frying pans, woks, griddles). Any open flame is strictly prohibited within the building.

*Not all fire drills were completed in 2019-2020 due to Covid-19.

Evacuation Procedures

Evacuation procedures can be found in [Appendix D](#). Please review this for an understanding of how to best handle different emergencies on campus. For evacuating a building during a fire, please remember these important steps:

- If you discover a fire, immediately pull the nearest pull station and evacuate the building.
- Follow only given instructions by emergency personnel and broadcasts.
- Check doors for heat before opening. DO NOT OPEN a door if it feels hot.
- WALK — DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells and keep to the right.
- Assist people with disabilities as you are able.
- If smoke is present, go to your hands and knees and continue to the nearest exit.
- Remember there is generally more than one way out. If you become trapped, consider breaking out a window and exiting in that manner.
 - If you become trapped in a room:
 - Stuff clothing or papers, preferably wet, under the door crack
 - Make sure the door is unlocked
 - Open a window and evacuate if possible—break the window if necessary
 - CALL 911 if you can't evacuate via window—give your floor and room number/location.
 - Keep low to the floor.
 - Cover your mouth with clothing, preferably wet.
 - Remain calm.

Training on campus

Training on fire-related procedures will be provided in each Residence Hall during the Fall Semester. This training includes information on:

- Fire prevention

Fire evacuation procedures are also discussed with students in First Year Seminar classes in which Emergency Procedures are discussed.

Fire Reporting Statistics

In order to report accurate statistics in the next Annual Security and Fire Safety Report, all fires in any Residence Hall should be reported to the Director of Residence Life/Housing. All other fires on campus should be reported to the Campus Security Office.

Fire Safety Statistics for 2021-2023 – MAIN CAMPUS

Building Name	Address	Number of Fires 2021	Number of Fires in 2022	Number of Fires in 2023	Fire Number	Cause of Fire/Category of Fire	Number of Persons Treated at Medical Facility	Number of Deaths	Property Damage in Dollars
Ashley Hall	960 Beckman St.	0	0	0	N/A	N/A	N/A	N/A	N/A
Colter Hall	212 W. 6th St	0	0	0	N/A	N/A	N/A	N/A	N/A
Lewis & Clark Hall	803 N Division St	1	0	0	2021-1	Unintentional / Cooking	0	0	\$0
Simpson Hall	970 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Main A	901 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Main B	903 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Main C	905 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Main D	902 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Main E	904 Beckman St	0	0	0	N/A	N/A	N/A	N/A	N/A
Trapper Village West	1301 Hastings	0	0	0	N/A	N/A	N/A	N/A	N/A
	1400 A&B - 1402 A&B Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1404 A&B - 1406 A&B Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1408 A&B - 1410 A&B Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1412 A&B Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1401-1403 Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1405-1407 Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1409-1411 Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1413-1414 Hawthorn Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1400 A&B - 1402 A&B Bismarck Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1404-1406 Bismarck Ct.	0	0	0	N/A	N/A	N/A	N/A	N/A
	1408 A&B - 1410 A&B Bismarck Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1412-1413 Bismarck Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1405-1407 Bismarck Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1409-1411 Bismarck Ct	0	0	0	N/A	N/A	N/A	N/A	N/A
	1303 Hastings	0	0	0	N/A	N/A	N/A	N/A	N/A
	1304-1306 Bayshore	0	0	0	N/A	N/A	N/A	N/A	N/A
	1308-1310 Bayshore	0	0	0	N/A	N/A	N/A	N/A	N/A
	1305-1307 Bayshore	0	0	0	N/A	N/A	N/A	N/A	N/A
	1309-1311 Bayshore	0	0	0	N/A	N/A	N/A	N/A	N/A
	1313-1315 Bayshore	0	0	0	N/A	N/A	N/A	N/A	N/A
	1300 Fort Drum	0	0	0	N/A	N/A	N/A	N/A	N/A

Building Name	Address	Simplex Fire Detection	Full Sprinkler System	Smoke Detector	Fire Extinguisher	Evacuation Plans and Placards	Number of Fire Drills Held Calendar Year
Ashley Hall	960 Beckman St.	X	X	X	X	X	0
Colter Hall	212 W. 6th St	X	X	X	X	X	4
Lewis & Clark Hall	803 N Division St	X	X	X	X	X	4
Simpson Hall	970 N. Beckman St	X	X	X	X	X	4
Trapper Main A	901 Beckman St		X	X	X	X	0
Trapper Main B	903 Beckman St		X	X	X	X	0
Trapper Main C	905 Beckman St		X	X	X	X	0
Trapper Main D	902 Beckman St		X	X	X	X	0
Trapper Main E	904 Beckman St		X	X	X	X	0
Trapper Village West	1301 Hastings		X	X	X	X	0
	1400 A&B - 1402 A&B Hawthorn Ct		X	X			0
	1404 A&B - 1406 A&B Hawthorn Ct		X	X			0
	1408 A&B - 1410 A&B Hawthorn Ct		X	X			0
	1412 A&B Hawthorn Ct		X	X			0
	1401-1403 Hawthorn Ct		X	X			0
	1405-1407 Hawthorn Ct		X	X			0
	1409-1411 Hawthorn Ct		X	X			0
	1413-1414 Hawthorn Ct		X	X			0
	1400 A&B - 1402 A&B Bismarck Ct		X	X			0
	1404-1406 Bismarck Ct.		X	X			0
	1408 A&B - 1410 A&B Bismarck Ct		X	X			0
	1412-1413 Bismarck Ct		X	X			0
	1405-1407 Bismarck Ct		X	X			0
	1409-1411 Bismarck Ct		X	X			0
	1303 Hastings		X	X			0
	1304-1306 Bayshore		X	X			0
	1308-1310 Bayshore		X	X			0
	1305-1307 Bayshore		X	X			0
	1309-1311 Bayshore		X	X			0
	1313-1315 Bayshore		X	X			0
	1300 Fort Drum		X	X			0

The Department of Campus Safety and Security maintains a Daily Crime Log and Fire Log for the entire Main Campus, which is available to the public for review from 8 a.m.-5 p.m. Monday through Friday excluding holidays and when the campus is closed.

SEPARATE CAMPUS – CODY CAMPUS

Introduction

Northwest College's Cody Campus is a teaching and outreach program for Northwest College's Main Campus. Students are enrolled in academic programs towards degree and/or certificates in Cody, Wyoming, which is approximately 25 miles from the Main Northwest campus. The Cody Campus is located within a 116,000 square foot building owned by Park County, and the College leases approximately 17 rooms within the complex for their sole use and control. Academic programs offered included classes towards the aviation program, the nursing program, business program and classes for EMT certification.

Contact Information for the facility is as follows:

Northwest College- Cody Campus

1501 Stampede Avenue, Cody, WY 82414

307- 754-6257

Website: <https://nwc.edu/cody>

Prompt Reporting of a Crime or Emergency

Call Any of the Following Authorities 24 hours a Day	
Cody Police Department – Emergency DIAL 911	Report emergencies of any type or non-emergency crimes in progress 911 from a public phone or cell phone
Cody Police Department Non-Emergency 307-527-8720	Report non-emergency requests for police services
Northwest College Campus Safety & Security 307-754-6067	Report non-emergency campus safety and security concerns
Cody Campus Site Administrator 307-754-6257	Report all emergencies or facilities-related issues such as utility outages

Main Campus Resources	
Title IX Coordinator 334-844-4794	Receives official complaints of sexual misconduct & assists reasonable accommodations for survivors.
Student Counseling and Psychological Services 334-844-5123	Counseling and mental health services for students and employees
Office of International Programs 334-844-5001	Visa and immigration assistance.

Student Financial Services 307-754-6158	Information regarding loans, scholarships, and financial aid
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Campus Security Authorities

In addition to the general categories of campus security authorities described earlier in this report, there are several preferred campus security authorities to whom crimes should be reported at the Cody Campus. Both the Director and Administrator of this facility assist in the compiling of crime statistics for this report.

Response to Reports

Dispatchers are available at the Cody Police Department 24 hours a day to answer calls for emergency police, fire or medical assistance. In response to a call, this agency will take the required action, either dispatching an officer and/or other emergency services or asking the victim to report to the Cody Police Station to file an incident report. All reported crimes will be investigated by the Cody Police Department and may become a matter of public record. The Northwest College Department of Campus Safety & Security requests information about crimes occurring on Cody Campus Clery geography from the Cody Police Department. Certain details from these reports may be shared with the Vice President of Student Services for review and referral to the Office of Student Conduct for potential action, as appropriate. If sexual assault, domestic/dating violence, or stalking is reported, details from the incident report will be shared with the Title IX Coordinator for investigation and personnel receiving the report will offer the victim a wide variety of services, detailed in the section of this report on sexual assault, domestic violence, dating violence, and stalking.

Voluntary Confidential Reporting and Anonymous Reporting

Anyone who witnessed or has been a victim of a crime is encouraged to immediately report the incident to the Cody Police by dialing 911 or 307-527-8720 (for non-emergency situations or delayed reports). Police reports in the state of Wyoming are public records, meaning that police cannot hold reports of crime in confidence and thus do not allow voluntary confidential or anonymous reporting.

The Clery Act requires Northwest College to include in our annual crime statistics disclosure all reported crimes that fall into one of the Clery reportable crime categories and occur on our Clery geography. (See the section of this report on Clery Act reporting definitions for more information about Clery reportable crime categories and geography.) Confidential reports for inclusion in the annual disclosure of crime

statistics, and for assessment for a timely warning notice, generally can be made to campus security authorities; however, if a violation of the *Title IX Sexual Harassment/Sexual Misconduct Policy* is reported, or if there is a potential for a serious or ongoing threat to the campus community, some information may be required to be shared with certain campus administrators. In all cases, every effort will be made to maintain the confidentiality of crime victims to the extent possible. Individuals are always encouraged to report incidents to the police so they can be properly investigated.

Timely Warning of Crimes

The Cody Campus administrator, or designee, will determine if a crime reported represents a serious or ongoing threat to students and employees, develop the content of the message, and initiate distribution. The Northwest College Department of Campus Safety & Security on-call supervisor is available 24/7 to assist with this process as needed. Timely warnings will generally be distributed to the Cody Campus community via blast e-mail and in person via the site administrators.

Emergency Preparedness

What to Do in the Event of a Campus Emergency

If you have an EMERGENCY requiring police, fire, or ambulance, DIAL 911 without delay.

- When you call for emergency services, stay on the line and give the following information:
 - Your name, telephone number, and exact location.
 - The location of the emergency.
 - The nature and extent of the emergency (e.g. Are there injuries and how many?)
- Be informed and prepared in advance. Review emergency guidelines and building-specific plans, and do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings and report any suspicious activities.
- Know the locations of fire alarm activation pull stations in your building and how to evacuate your building if the alarm is set off.

Emergency Response and Evacuation Procedures

Emergency response and building evacuation procedures are included in building-specific emergency response plans.

The senior site administrator present, in coordination with the Building Administrator and the Cody Police Department or other first responders, is responsible for initiating any partial or campus-wide evacuations. The Northwest College Department of Campus Safety & Security is available 24 hours a day for assistance or consultation as needed.

When deciding whether to conduct an evacuation, consideration will be made for the type of hazard or threat, credibility of the threat, area of campus in danger, and ability to contain the threat to a specified area of campus. The Cody Campus community may be notified to evacuate on foot or by vehicle, depending on the nature and timing of the threat, as well as other hazards that may impact the safety of persons evacuating.

Communication of an evacuation order should be facilitated through the senior site administrator present. Messages should include the nature of the incident and directions for the Cody Campus community, including when the evacuation will begin, how to evacuate (on foot or by vehicle), where to go, and how updates will be provided.

The method and direction of the evacuation route during a campus evacuation will depend on the nature and location of the emergency or disaster warranting the evacuation. Once public safety officials decide it is safe to return, announcements will be made to return to normal operations.

Emergency Notifications

The Cody Police Department has the primary responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document, emergencies on campus. Cody Campus resources can be requested through the director, and additional college resources can be requested through the Northwest College Department of Campus Safety & Security. In addition, the Cody Police Department has the responsibility to determine if the situation does, in fact, pose a threat to the campus community and to notify the senior site administrator present when this determination is made. If a situation poses an immediate threat to the Cody campus community, the institution will immediately

notify the campus community or the appropriate segments of the community that may be affected by the situation.

The Cody site administration and Northwest College Campus Safety & Security utilize different methods of emergency notification depending on the nature of the incident or event requiring notification, as further outlined below.

Notification Procedure

Upon confirmation by the Cody Police Department or other responding public safety agency that a significant emergency or dangerous situation poses an immediate threat to the health or safety of members of the Cody campus community, the agency making the determination will immediately notify the Cody Campus senior site administrator present. The Cody Campus site administration or Northwest College Department of Campus Safety & Security may receive information regarding significant emergencies or dangerous situations from other sources as well, such as college administrators, other first responders and the National Weather Service. In such cases, the Cody campus site administration will be responsible for confirming that a significant emergency or dangerous situation poses an immediate threat to the health or safety of the Cody Campus community. Factors that are quickly considered in making this determination include the nature, timing, location, and anticipated duration of the threat as well as the population and activities that may be impacted. This may be done in conjunction with the Northwest College Department of Campus Safety & Security and/or first responders, if needed.

Upon confirmation of an immediate threat to the safety or health of the Cody Campus community, the Cody Campus director or designee, in consultation with Northwest College Department of Campus Safety & Security as needed, will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders (including, but not limited to, the Cody Police Department, Cody Fire and Rescue, and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Cody Campus director or designee, with support from the Northwest College Department of Campus Safety & Security, is charged with coordinating communication of immediate threats to the Cody Campus community, or to the appropriate segment(s) of the community that may be affected and will determine the content of the notification using all available information. The content will convey the nature of the threat and immediate actions to be taken by the campus community or affected segment thereof. The notification will be initiated by a trained member of the site administration (or Northwest College Campus Safety & Security, if requested). Campus staff members are instructed that they are responsible for notifying others on the campus without delaying taking protective actions for themselves.

Emergency Notification System

Northwest College has numerous systems in place for communicating information quickly to Cody Campus students, faculty, and staff. The main components of the alert system that are used for notification to the Cody campus are briefly described below.

Text and E-mail Messaging

This contracted emergency notification system has the ability to notify students, faculty, and staff of critical information and situations affecting campus through the use of text messages to multiple phone numbers and e-mail to multiple e-mail addresses. This system makes immediate notifications to the

Cody Campus community without delay. All active college e-mail addresses are automatically included in the system for main campus alerts. Students, faculty, and staff are encouraged to sign up with a phone number by logging into their portal AU and clicking on the “Add/Update Northwest Alert Contacts” link.

Outdoor Warning Sirens

Park County Emergency Management Agency has several sirens located near the Cody campus. These sirens are primarily sounded for fire or other warnings affecting the area. Sirens are intended to reach those who are outside at the time of the notification.

Additional Notification Methods

Emergency management personnel routinely evaluate and adopting new technologies for emergency notification to most effectively reach members of the campus community during an emergency.

Alerts for the Cody Campus are developed and distributed to the Cody Campus community by site administrators, but the Northwest College Campus Safety & Security is also available 24 hours a day to immediately send a notification if needed.

Emergency Updates

Pertinent follow-up information will be disseminated as soon as it is available. For members of the campus community, updates and follow-up messages may be sent via any of the communication methods listed above.

Campus Security and Law Enforcement

The Cody Police Department provides police services, including the investigation of criminal incidents, for the Cody Campus. Cody Police sworn officers conduct investigations, write reports for all criminal offenses, and enforce all laws.

The Cody Campus does not have a campus police or security department and does not employ security personnel or contract for such services. Local law enforcement personnel patrol on and near the campus, but not through a written agreement or contract for these services.

Northwest College strives to maintain an excellent working relationship with local and state law enforcement agencies, including the Cody Police Department, Park County Sherriff’s Office and Wyoming Law Enforcement Agency.

Access to and Security of Campus Facilities

The Cody Campus is generally open for normal business from 8:00 a.m. to 5:00 p.m., Monday through Friday. A security alarm system is in place on all outside access doors that must be coded in order to enter the facility after hours.

Cody Police officers patrol the area on a regular basis by car.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The building property manager regularly inspects the facility to take care of malfunctioning lights and other unsafe

physical conditions. The property manager is responsible for correcting issues on the outside of the building.

In addition, annual safety reviews are performed by the fire marshal and a private company reviews the alarm/safety devices on all access doors.

Other members of the campus community are encouraged to report equipment problems or unsafe conditions to the Cody Campus director or administrative director so they may be corrected in a timely manner.